



**Pine Brook Jewish Center**  
*Chevra Agudas Achim Anshy Pine Brook*  
*Established in 1896*

# **COVID-19 OPERATIONAL GUIDELINES, POLICIES AND PROCEDURES**

**VERSION 1**  
**August 12, 2020**

**PBJC COVID-19 Task Force**

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## Section 1: Overview

The purpose of this document is to outline the general daily procedures and guidelines that the Pine Brook Jewish Center will follow when it is open in any capacity during the COVID-19 Pandemic. These guidelines apply to all in-person services, the Nursery School, the Religious School, as well as synagogue events and programming. Separate, specific guidelines and procedures have also been established for weekly Shabbat services, High Holy Day services, the Nursery School, and Religious School and should be used in conjunction with the general guidelines outlined here. Creating a safe environment is a collaborative effort that will require us to commit to adhering to the protocols outlined in this document.

The PBJC COVID-19 Task Force has been working to ensure our building and its operation are as safe as possible for our community. To that end, the following has been done over the past several months:

- Consultations and discussions with medical experts, health and government officials, other synagogues, USCJ, and Federation as well as attendance at numerous virtual workshops and seminars and the review of suggested protocols relevant to our operations.
- Establishment of PBJC Zoom accounts for the synagogue, Nursery School, and Religious School with upgraded accounts to provided us with the functionality needed to conduct services, our schools, Bar and Bat Mitzvahs and programming remotely.
- Procurement and set-up of the equipment necessary to enable us to provide quality audio and video live-streaming of our services from the sanctuary.
- Purchase of extensive PPE and cleaning supplies for the synagogue and for our schools.
- Purchase and installation of hand sanitizer dispensers in all classrooms and in various places throughout the building.
- Purchase of new and updated technology to enable our staff, administration, and teachers to operate more effectively in a remote and virtual environment.
- A certified, deep cleaning of the entire building which took place during the last week of July. This initiative was generously funded by the PBJC Sisterhood.
- Application to the Jewish Federation of Greater MetroWest NJ for their ECC COVID-19 Emergency Grant. We received the maximum grant of \$12,000 and have committed to raising at 50% match amount of \$6,000. All of these funds will be used towards materials, supplies, cleaning and staffing to allow for the PBJC Nursery School to open and operate safely during the COVID-19 pandemic.

Please note that Pine Brook Jewish Center leadership and administration will constantly monitor the fluid circumstances surrounding the COVID-19 pandemic. We will follow the advice and guidelines put forth by the various departments of the State of NJ as well as the Center for Disease Control. These policies and protocols

will be reviewed regularly and revised as necessary to stay up to date with the latest guidance and understanding of COVID-19 and how it is spread.

We are prepared to operate in a full virtual manner with the building closed at any point in the upcoming year should it be deemed necessary. We are also all looking forward to the day when we may fully resume our regular, in-person operations at PBJC. We will communicate to you any time there are changes to our current operations.

We appreciate your assistance in helping to ensure the health and safety of our entire community. Please do not hesitate to contact a member of the Task Force with any questions or concerns.

Michelle Zuckerman, Executive Director and Committee Chairperson  
Rabbi Mark Finkel  
Cantor Menachem Toren  
Mary Sheydwasser, Educational Director  
Lisa Lerman, Nursery School Co-Director  
Jill Buckler, Nursery School Co-Director  
Evan Zuckerman, President  
Glenn Fox  
Barry Marks  
Alan Rothberg  
Fran Simmons  
Barry Weinreb  
Michael Weinstein

## Section 2: General Guidelines

Everyone entering the PBJC building must:

- Have their temperature checked and logged upon entry into the building. Anyone with a temperature over 100° F will not be permitted to enter.
- Answer the following questions relating to their health upon entering the building:
  - Have you or anyone in your household had any of the following symptoms in the last 21 days: sore throat, cough, chills, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell, loss of taste, fever at or greater than 100 degrees Fahrenheit?
  - Have you or anyone in your household traveled in the U.S. or on a cruise ship in the past 21 days? If so, where?
  - Have you or anyone in your household cared for an individual who is in quarantine or is a presumptive positive or has tested positive for COVID-19 in the past 21 days?
  - Do you have any reason to believe you or anyone in your household has been exposed to or acquired COVID-19 in the past 21 days?
  - To the best of your knowledge have you been in close proximity to any individual who tested positive for COVID-19 in the past 21 days?
- Use judgement to not enter the building if you are exhibiting any symptoms of COVID-19 or have been potentially exposed to someone with COVID-19.
- Follow the State of New Jersey's Travel Advisory which directs that any New Jersey resident who has returned from travel from an "impacted state" should follow self-quarantining for a period of fourteen (14) days prior to entering the PBJC building. The current listing of states can be found [here](#).
- Sign-in and/or provide their name and contact information to be recorded by the security guard. All people must sign in and out of the building for contact tracing purposes.

Everyone in the building must:

- Wear a face mask at all times.
- Thoroughly wash hands (for at least 20 seconds with warm, soapy water) and/or use hand sanitizer frequently.
- Maintain a physical distance of at least six feet from others.
- Obey any signs throughout the building regarding temperature checks, washing hands, social distancing, not congregating in certain areas, etc.

### **Section 3: COVID-19 Emergency Communications and Operations Plan**

In the event that an individual who spent time in the PBJC building tests positive or is presumed positive for COVID-19, the following steps will be taken by the PBJC administration and leadership:

- The Executive Director, the Nursery School Directors, or the Religious School Director must be notified immediately.
- The Montville Township Board of Health will be notified of the situation by the Executive Director. We will work with the Department of Health to trace all contacts of the infected individual.
- The building or designated areas of the building will be closed for the recommended time period.
- The building will be cleaned per the recommended CDC cleaning procedures and protocols.
- The PBJC community will be notified via email as well as via telephone robo-calls. Individual names will not be provided but the circumstances will be explained.
- The Nursery School Directors and Religious School Director will provide the same notification to all members of their respective schools.

In the event that an individual who is in the PBJC building begins to exhibit symptoms of COVID-19, the following steps will be taken by the PBJC and/or school administration:

- The individual will be asked to immediately leave the building. If it is a student/minor, parents/guardians will be called immediately and that child will be quarantined in a separate room (under the supervision of a teacher or staff member) until they are picked-up. The quarantine/sick room will be located in the PBJC Library during this time. The Library will not be used for other purposes during this time.
- The building may be closed for a time period to be determined based on doctor's evaluation of the person in question. If that person is determined to be positive for COVID-19, then the above procedures will be followed.

## **Section 4: Building Cleaning Procedures**

It is acknowledged that COVID-19 can be spread person to person, primarily through droplet transmission, as well as through airborne transmission. As such, PBJC has developed a daily cleaning protocol to be followed by both our professional cleaning service and our caretakers to provide for increased routine cleaning and disinfection of high-touch surfaces throughout the building as well as daily deeper cleaning of the building. High-touch surfaces include desks and chairs, door handles and push plates, handrails, bathrooms, light switches, sink and faucet handles.

A detailed schedule for increased cleaning and disinfection is being developed. Our cleaning service will now be cleaning the building five days a week, Monday through Friday, in the morning, prior to the start of the Nursery School Day. Our caretaker staff will be performing cleaning of high-touch areas throughout the day, including daily cleaning of the gym and playground. Our caretaker staff will also follow strict cleaning protocols of the areas used for services (the atrium, main bathrooms, and sanctuary) on Friday evening and Saturday morning.

We have purchased recommended cleaning products, sprays and equipment to help mitigate exposure of those in the building to contaminants, such as the COVID-19 virus. These products will work in conjunction with the cleaning and disinfecting protocols to provide protection. However, they cannot eliminate all risks as they are confined by practical constraints. As previously stated, PBJC takes the safety of all who enter our building very seriously and is implementing many processes to ensure that safety as much as possible.

## Section 5: Office Operations

The COVID-19 outbreak resulted in the need for our office staff to work remotely. All of our daily office operations are currently fully operational in a remote capacity. Once the stay-at-home order was lifted in New Jersey, staff members began working in the office periodically during the week. All staff members will not be in the office at the same time. This method of operations will continue until further notice.

Please note the following regarding current PBJC office operations:

- Availability – During work hours, staff members will be available and responsive via phone or e-mail in a timely manner. Arrangements can be made to conduct in-person administrative operations as necessary (including dropping off or picking up materials, purchasing Sisterhood scrip or items from the gift shop, etc.). Congregants are asked to schedule any visits in advance with an appointment.
- Confidentiality – Staff members will work in such a way as to protect the privacy and confidentiality of our members, including telephone conversations, documentation, etc. This includes maintaining the appropriate workspace at home, proper maintenance of records, etc.
- Safety – All staff must adhere to all of the PBJC COVID-19 safety protocols when at PBJC. We understand that following safety protocols is not only about ensuring your own safety, but about minimizing risk for others who you are in contact with. Staff members will: stay home if they are sick, keep physical distance (at least 6 feet), wear a face covering over their mouth and nose, keep their hands clean (by washing for at least 20 seconds with soap and warm water or by using hand sanitizer), and follow the same general guidelines from Section 2 of this document that apply to all those who enter the PBJC building.
- Flexibility – All staff members understand that these are unprecedented times. We pledge to be understanding of and flexible to the circumstances and needs of our congregation. Please do not hesitate to reach out to a staff member with any questions or concerns you may have.

## Section 6: Weekly Shabbat Service Guidelines

### Overview

As we approach the fall Jewish Holiday season and a full fall season of *B'nai Mitzvah*, we will be returning for services to the PBJC sanctuary in August. The sanctuary as well as the building will have been “deep cleaned.” However, we still want to err on the side of caution. To that end, we will work to keep the number of people in the sanctuary at any one time far closer to the minimum persons needed to make the service work than to the possible maximum allowed by government authorities. We project our starting number to be 28 people, in the hope that ***Ko'ah*** (“strength” in Hebrew and which is symbolized by the number 28) will be the watchword of how we conduct ourselves when we return to the sanctuary. To attend services, we will ask members to sign up in advance and we will ask *B'nai Mitzvah* families to share a list of names so that we will be able to competently maintain the safeguards of gathering indoors.

There will be, among other safety precautions: temperature checks upon entering the building; and the list of attendees will be kept should, G-d forbid, someone contract COVID-19 and we need to provide contact tracing. The larger the crowd, the greater the chance of contagion and the more overwhelming would be the safety and security precautions needed for what will be our foreseeable future.

Priority will be given to the *B'nai Mitzvah* families for up to 20 people. The remaining slots will be prioritized for those observing *yahrzeits* and life cycle occasions, and we will develop a balance between “first-come, first-served” and a rotation among PBJC members.

On non-*B'nai Mitzvah shabbatot*, we will limit those in the building to the Rabbi, the Cantor, the smallest number of individuals to assist them, and those who need a spiritual boost in the sanctuary as a change of pace to the Zoom/live-stream experience, which will remain the norm for the foreseeable future.

We will continue to utilize Zoom and live-streaming in a blend of how we have utilized it since March 2020 and how we have described it above, so that no PBJC member nor any guest at *B'nai Mitzvah* and other life cycle functions will be excluded from services in some form as long as the emergency continues. The emergency will continue as long as PBJC needs to say that a member's or a guest's physical presence in the building needs to be put on hold due to the constraints put upon us by COVID-19.

**It is currently anticipated that we will begin limited in-person, live streamed services from our sanctuary the weekend of Friday, August 21 and Saturday, August 22.** Note that those not in the sanctuary will still be able to view and participate in services via live-streaming on the PBJC website and via Zoom.

## Shabbat Service Guidelines (for Friday evenings and Saturday mornings)

- Anyone entering the building for Shabbat services must follow the general guidelines as outlined in Section 2 of this document (temperature checks, masks, answering COVID-19 questions, etc.).
- Priority will be given to the *B'nai Mitzvah* families for up to 20 people, including the family itself. The remaining slots will be for PBJC members. Attendees are strongly encouraged to bring their own *kippot*/head coverings and *tallesim*.
- Pre-registration will be required. Walk-ins will be accepted on a space available basis. People will not be permitted to enter once we have reached the maximum capacity of 28 people.
- Prayer books and *Chumashim* will be placed on a table outside the sanctuary entrance. No books will be available in pews. All books should be returned to the table at end of service. Prayer books will be rotated on a three-week cycle.
- Attendees are strongly encouraged to provide their own *kippot*/head coverings and *tallesim*. A limited number of these items will be available next to the book table. Items should be returned to the same location. These items will also be rotated on a three-week cycle.
- Seating will be clearly marked to allow for social distancing. Markers WILL NOT be moved or removed. Masks will be worn throughout the service. Those not observing social distancing and mandatory mask use will be asked to leave. Family units who reside in the same household will be permitted to sit together in the sanctuary.
- Due to these requirements, no one under the age of 10 will be allowed to attend services. Exceptions may be made for *B'nai Mitzvah* families. Any exceptions require approval from the PBJC Ritual Committee.
- It is the responsibility of the *B'nai Mitzvah* family to provide this protocol to their allowed guests. We will regretfully need to turn away any guests not in compliance with this protocol.

## Section 7: High Holy Day Guidelines

### Message from Rabbi Finkel

Yes, we are living in a time unlike anything our parents and our grandparents have known. However, most often, we get through difficult times when we are guided by the wisdom and lessons of our parents, grandparents, and others who came before us. Judaism puts *Peku'ah Nefesh*, preservation of life, as a principle that overrides almost everything else. Whether it's pointing to Jews who have led to advancements in medical science beyond our numbers, or the lower percentages of Jewish deaths during the plagues of medieval Europe, or the Israeli medical teams on the ground around the world at times of disasters, or perhaps most importantly, the care we seek for our families, especially the most vulnerable from our children to our parents and grandparents, we see the principle of *Peku'ah Nefesh*, preservation of life, in our collective DNA.

Jews and Judaism have always been a powerful combination of a *hutzpah*-filled (strong-willed, audacious) people wrapped in an equally *hutzpah*-filled religion and civilization. From the time Abraham and Sarah left Mesopotamia, a “great” cradle of civilization at that time, to the promised land of milk and honey which contained more sand and barren landscapes than anything else, our drive to go forward in spite of the challenges has, I believe, driven the Jewish people to outlive those ancient Mesopotamians, as well as the ancient Persians, Greeks, and Romans; and we have survived the worst of what anti-Semites have thrown our way for centuries, if not millennia. Anthropologists are still trying to figure out what is our “special sauce.” (We are too.)

So how do we live our lives as Jews in the face of a silent, invisible, yet ever-present killer: COVID-19? I believe the answer is, once again, to be guided by the wisdom and lessons of our parents, grandparents, and others who came before us.

***Peku'ah Nefesh, preservation of life:*** Every *Rosh Hashanah*, our hearts soar, seeing over a thousand members of our PBJC family gathered together in Scheinman Hall, and hundreds of others in other services, workshops, and babysitting rooms throughout the building. Why is this year different from all other years? Such an event this year has the potential to be nothing less than a “super-spreader” event. It would be dangerous at best.

Therefore, **Principle #1: We will gather only under the safest of circumstances by which most of us have been conducting our lives since March.** That means that large indoor gatherings will have to wait for, hopefully, next year. The vast majority of our services will be conducted virtually, using a combination of the “magic” of Zoom and live-streaming.

Our *hutzpah* has often been shown during the most trying of times; and, paradoxically, but understandably, we have exhibited that quality, couched in humility. During the cholera epidemic of 1848 the great Lithuanian Rabbi Israel Salanter publicly advocated

eating on *Yom Kippur*, so that his community would not be made more vulnerable by this sacred day of fasting.

In a million years I would never seriously compare myself to Rabbi Salanter. However, most of us, given a choice to observe the High Holy Days isolated in our homes with a prayer book as our only tool or to celebrate these holy days in a virtual community, we would choose the second option. The holidays without the presence if not the embrace of community might allow us to pass through the High Holy Days and not even know that we've been there. On the other hand, many times we feel that even on its best days, Zoom and live-streaming still keep human contact far beyond the social-distancing norm of 6 feet. So... **Principle #2: We will work to make our High Holy Day services as engaging as best we know how, even allowing in-person gatherings under the safest of circumstances as we know how.**

All parts of this plan, particularly the off-site portions of it, involve the assistance of many conscientious volunteers to make it happen. The clergy cannot do it alone. Even the Ritual Committee cannot execute this plan by themselves. We do not want the PBJC observance of this year's High Holy Days to be a shrug of the shoulders in the face of what we couldn't do in the midst of the COVID-19 emergency. I pray that we can engage as many members and the PBJC constituent organizations to make these High Holy Days remembered by what we are able to do, not what we couldn't do.

### **Summary of High Holy Day Plan**

#### ***Before the High Holy Days***

High Holy Day prayer books will be made available to all members of our congregation. We are exploring various virtual prayer book options as well as delivering prayer books to our membership prior to the start of the High Holy Days.

#### ***Rosh HaShanah***

##### **Evening I:**

A **45 minute service** will be held at the Montville Township amphitheater, weather permitting, **at 6:30 PM** led by Rabbi Finkel and Cantor Toren. Masks will be required, and social distancing will be enforced. However, the service will give us the opportunity to at least begin the holiday, G-d willing, to see and pray with our fellow congregants at a safe distance. High Holy Day prayer books that have been wiped down or single-use prayer booklets, as well as single-use *kippot* will be available. The service will be live-streamed to all PBJC members. In case of inclement weather, we will try to hold this service on the second evening of *Rosh HaShanah*. If live-streaming is difficult or impossible because we lack reliable Wi-Fi (or for any other reason), we will record the service and re-play it on the PBJC website **at 8:00 PM**.

## Day I:

We realize that some may wish for opportunities beyond Zoom and live-streaming. We plan to take a page from the grocery stores' playbook: An opening hour welcome to the early risers. We plan to have a **45 minute service** starting at **8:45 AM** in the PBJC parking lot in the shade or in a tent or under a tarpaulin consisting of some introductory *P'suké d'Zimra* Psalms and the *Shaharit* service (where the *Amidah* would be chanted as a *Heikha Kedushah*). The service will also be live-streamed to PBJC members. If live-streaming is difficult or impossible because of the lack of reliable Wi-Fi (or any other reason), we will try to shorten the service, record it, and replay it during the 30 minute break mentioned below.

A 30 minute break will follow to allow Cantor Toren and Rabbi Finkel to move to the PBJC sanctuary.

From **10 AM to 12:15 PM** Rabbi Finkel and Cantor Toren, plus a small number of individuals to assist them, will lead the Torah service and *Musaf* (again, where the *Amidah* would be chanted as a *Heikha Kedushah*), and will conduct services from the PBJC sanctuary. Members will take honors and lead readings through a hybrid of Zoom and live-streaming.

## Day II:

The services on Day II will follow the format of the previous day's services, except the **10 AM to 12:15 PM** service will include some virtual sounding of the *shofar*. However, at **12:30 PM**, we will also hold an outdoor in-person sounding of the *shofar* and *tashlikh* in the PBJC parking lot. (Note: When the first day of *Rosh HaShanah* falls on *Shabbat*, the sounding of the *shofar* is omitted on the first day, and *tashlikh* is postponed until the second day.)

## *Yom Kippur*

### *Kol Nidré:*

Weather permitting, an ark will be placed in front of the outside glass double doors of the atrium facing the parking lot. We will ascertain how many past presidents wish to hold a Torah for ***Kol Nidré***. Torah scrolls will be placed 6 feet apart on tables. We will carefully choreograph the number of scrolls needed so at **6:15 PM** each past president will pick up a Torah from a table, hold it once, and place it back on the table while Cantor Toren chants each of the 3 chantings of the ***Kol Nidré*** prayer. All past presidents will be masked and gloved. This ceremony will be live-streamed to those at home. The remainder of the *Kol Nidré* service will take place in and be live-streamed from the sanctuary.

### ***Yom Kippur morning:***

Again, we plan to have a **45 minute service** starting at **8:45 AM** in the PBJC parking lot in the shade or in a tent or under a tarpaulin consisting of some introductory *P'suké d'Zimra* Psalms and the *Shaharit* service (where the *Amidah* would be chanted as a *Heikha Kedushah*). The service will also be live-streamed to PBJC members. If live-streaming is difficult or impossible because of the lack of reliable Wi-Fi (or any other reason), we will, again, try to shorten this portion of the service, record it, and replay it during the 30 minute break mentioned below.

A 30 minute break will follow to allow Cantor Toren and Rabbi Finkel to move to the PBJC sanctuary.

From **10 AM to 12:15 PM** Rabbi Finkel and Cantor Toren, plus a small number of individuals to assist them, will lead the Torah service and *Musaf* (again, where the *Amidah* would be chanted as a *Heikha Kedushah*), and will conduct services from the PBJC sanctuary. Members will take honors and lead readings through a hybrid of Zoom and live-streaming.

### ***Yom Kippur Minhah:***

We plan to hold what would be our usual *Minhah* service, with the exception that the *Amidah* would be chanted as a *Heikha Kedushah*, starting at **5 PM** in the PBJC parking lot in the shade or in a tent or under a tarpaulin. The service will also be live-streamed to PBJC members. If live-streaming is difficult or impossible because of the lack of reliable Wi-Fi (or any other reason), we will hold it and broadcast it from the sanctuary.

### ***Ne'ilah:***

*Ne'ilah* will be called for **6 PM** and begin by **6:15 PM**. The Rabbi and the Cantor will conduct the service in the sanctuary. However, an ark will, once again, will be placed in front of the outside glass double doors of the atrium facing the parking lot. The Rabbi, the Cantor, and the ark will be live-streamed to PBJC members. Families may sign up to come before the ark to offer personal prayers and meditations masked in an orderly, socially-distanced manner. Speakers will be set up by that outside ark so that the Rabbi and the Cantor's leading of the prayers will be heard by those offering prayers and meditations at the ark.

### ***Havdalah & Concluding Tekiah Gedolah:***

*Havdalah* will begin by **7:15 PM**. The Rabbi and the Cantor will conduct the service in front of the Beth Shalom outdoor *menorah* (with a *havdalah* candle fixed to the synagogue wall behind each branch of the *menorah*.) The portable camera will be focused on the *menorah*. Families may sign up to attend *havdalah* in the parking lot? They should plan to be masked and standing in a socially-distanced manner. Those who wish to participate in *havdalah* from home will be included in the Zoom room.

## **Family Service, Teen Service and Tot Service**

We will be offering separate Family, Teen, and Tot services via Zoom at various times.

### **Our prayer, our hope:**

All parts of this plan, particularly the off-site portions of it, involve the assistance of many conscientious volunteers to make it happen. The clergy cannot do it alone. Even the Ritual Committee cannot execute this plan by themselves. We do not want the PBJC observance of this year's High Holy Days to be a shrug of the shoulders in the face of what we couldn't do in the midst of the COVID-19 emergency. We pray that we can engage as many members and the PBJC constituent organizations to make these High Holy Days remembered by what we are able to do, not what we couldn't do.

***\* More detailed information about PBJC High Holy Day services this year will be provided in the High Holy Day packet which will be sent to our congregation in the coming weeks.***

## Section 8: Nursery School Guidelines

The current plan is for the PBJC Nursery School to open with full-time, in-person instruction for the 2020 - 2021 school year. Our Nursery School Directors have invested much time learning from the past year and planning for the challenges and complexities of the school year ahead. In addition to serving on the PBJC Task Force Committee, they have also attended several workshops, which covered virtual education, curriculum, as well as how to best deal with the emotional and social learning in today's COVID-19 world.

When we open our Nursery School on Wednesday, September 9th, we are committed to following the guidelines of the CDC, DCF (Department of Children and Families), Montville Board of Health, and the State of New Jersey. As always, our first priority is the health and safety of our children, teachers, administrators, and staff. Below is a summary of the Nursery School operations for the 2020-2021 school year:

- Everyone who enters the building including students, teachers, security personnel etc. will have their temperature checked and recorded daily. An automatic no - contact thermometer will be used. Anyone with a temperature of 100 degrees or higher will not be able to enter or stay in the building. If a child or staff member becomes ill during school, they will be isolated in a designated area. If a child shows any symptoms of illness, including a headache, sore throat, coughing, chills, congestion, runny nose, stomach and digestive issues, body aches, fatigue, loss of taste or smell or other symptoms, please DO NOT SEND him/her to school. \*\*Since some of these symptoms can occur if your child has allergies, we will be requesting a doctor's note to keep in their file.
- Parents will not be permitted to come into the building. We will be updating you with our new protocol for drop off and pick up. At this point in time, drop-off will start at 9:00 a.m. and end at 9:30 a.m. Two cars will pull up to the parking lot steps where we will take and log your child's temperature. Please stay in your car until we determine that your child is able to attend school that day. We will then walk your child into the building. Our Giggle Zone students will follow the same protocol. Security personnel or a Nursery School staff member will take your child's temperature while you remain in the car. Once your child's temperature is logged in, security personnel or a Nursery School staff member will walk your child to the Giggle Zone.
- Updated procedures will be in place for pick-up at the end of the school day. The two's class will be dismissed at 12:15 p.m. Dismissal for the three's class and the four's class will be at 2:15 p.m. We ask that two cars line up at a time (at the parking lot steps) and the teacher and/or assistant will walk your child to your car. The children who attend Giggle Zone will be walked outside by the security guard on duty (usually Leo).

- At this time, parents and/or guardians will not be permitted in the building. If a child has to leave early, the parent will email us at [pbjnursery@pbjc.org](mailto:pbjnursery@pbjc.org) and the child will be brought out to the car.
- Enhanced cleaning protocols are being put into place with frequent disinfecting of high touch areas (toys, door knobs, toys on the playground, toys in the riding room, toilets) and shared spaces.
- Tables, all surfaces, playground equipment, toys, and all building areas including bathrooms will be cleaned extensively before the students enter PBJC Nursery school every day. High-grade cleaning products sanctioned/recommended by the licensing department will be used.
- Children will wash their hands upon arrival at school and classroom teachers will have frequently scheduled hand washing breaks at specific times for the children and themselves throughout the day. Hand sanitizing stations will be in each classroom as well as spread out throughout the building.
- Traditional 3-ply masks, bandanas and fabric masks must be worn by teachers and everyone inside the building. (We will always have extras in the building.) Children 2 years and older will be encouraged to wear a mask. The masks can be removed during mealtimes, outside play and periods of rest. Please have your child wear their favorite mask at home, so they can begin to get comfortable with it on their face. We will have plenty of masks in the classroom if needed.
- We will be offering hot lunch meals (pricing and menu to be determined,) but parents will not be allowed to come to the school to serve lunch as we have done in past years.
- We will be providing snacks and water during the day using paper goods. Due to the pandemic, snacks brought from home for birthdays will not be permitted.

The teachers are the heart and soul of our school. They are experts in the field of Early Childhood Education and they are the backbone of our program. Our goal is to maintain our strong faculty, continue to keep the children engaged and to deliver top notch teachable moments. We know each of you chose to send your children to PBJC Nursery for different reasons, but we are committed to providing your children with the best possible education, to prepare them for kindergarten and the world beyond. We will continue to communicate throughout the school year since the situation with COVID-19 is fluid. As always our door is open if you would like to speak with us. We look forward to the 2020 - 2021 school year when we can all come together to play, grow and learn.

## Section 9: Religious School Guidelines

### Overview

Our mission is to provide students with a Jewish education that emphasizes and celebrates our heritage, culture, rituals, and language. We also, at the same time, want to ensure the health and safety of our entire school community during an unstable pandemic.

Due to the uncertainty of the public health situation, we plan to begin the 2020-2021 school year with virtual classes for all students.

Our ultimate goal is to have all our students and teachers in the building and back in their classrooms in a healthy environment. We will be assessing this situation on a **monthly basis**. When the time is right, we would opt for either a hybrid or full-time situation. Students will still have the opportunity to choose all virtual classes and participate fully via zoom and online streaming.

We are extremely excited about offering an enriching and interactive program for all ages! Our teachers have been attending classes throughout the summer that cover virtual on-line education, curriculum, and emotional and social learning in today's world. They have been trained to deliver highly-effective instruction that is interesting and informative.

As always, we'll be celebrating holidays and the Jewish way of life, learning about customs and Israel, studying Hebrew, and participating in projects and musical experiences. All lessons will be age-appropriate and geared to each grade.

We will continue to involve the families for online special events, and enjoy visits by the Rabbi, Cantor and other guests. During these times, we have learned how to conduct successful Zoom classes and gatherings, and are very confident that your children will benefit greatly as we guide them on their Jewish journey.

In order for schools to open, extensive state guidelines have been issued and we have been preparing to meet those requirements in every way. Our priority is the health and safety of our children, educators, administrators, and staff. We will inform you of all procedures and protocols as we come closer to holding classes in the building.

### Attendance and Behavior

Our virtual classrooms will be treated like our in-house sessions. Proper behavior, rules and guidelines must be followed, attendance will be taken, class participation will be encouraged, and homework assignments will be given.

## Junior Congregation

Junior Congregation services will be held virtually, at this time, on Saturdays from 10:30 AM to 12:00 Noon for our Aleph through Dalet students (3rd-6th grades). Credits will continue to be given for attendance at these fun and educational services as well as attendance at other services, including Friday, Saturday or class services, holidays, bar/bat mitzvahs, and special events.

We are looking forward to a unique year filled with possibilities, new experiences, and engagement!

## Section 10: Programming, Event, and Meeting Guidelines

In addition to our religious services and our schools, PBJC is proud of the many events and interesting and informative programs we offer to our members. For the past several months we have offered an array of virtual programs including Adult Education with Rabbi Finkel, Cooking with Cantor Toren, Sisterhood, and Friendship Club programs. We plan to continue with virtual programming options throughout the 2020-2021 year. However, we hope to also offer an in-person programming component to the extent that we feel it is safe to do so. Thus, please note the below guidelines relative to any event or programming taking place at PBJC during the upcoming year.

In addition, PBJC has many committees and organizations that enable us to operate fully and efficiently. Many of these committees have been meeting virtually over the last several months and will continue to do so. However, should there be a desire or need to have in-person meetings, then the below guidelines must be followed:

- Anyone who enters the PBJC building must adhere to the general guidelines as set forth in Section 2 of this document.
- In-person attendance should be limited to a maximum of 25 people.
- The dates, times, and location of any in-person programs, events, or meetings must be cleared and scheduled through the Executive Director.
- Events, programs, and meetings may NOT take place whenever the Nursery School/Giggle Zone is in session (Monday through Friday from 7:30 AM to 6:00 PM or Religious School is in session in person (Tuesdays from 4:00 PM to 6:00 PM and Sundays from 9:00 AM to 11:15 AM).
- PBJC has two camera options in place which enable services and programs to be live-streamed to the PBJC website. One camera is permanently mounted in the PBJC sanctuary and will be used to live stream services. The other is a portable camera on a tri-pod that can be used to live-stream other events and programs at various locations throughout the building. Please contact the Executive Director if you are interested in utilizing either of these cameras for programming purposes.
- RSVP/registration will be required for every event, program, and meeting. A full list of expected attendees must be submitted to the PBJC office at least 24 hours prior to the event, program, or meeting. Attendance must be tracked at the meeting and submitted to the PBJC office within 24 hours after the event, program, or meeting has ended.