
MEMORANDUM

TO: AMY GOODMAN AND CINDI CRUTCHFIELD, TEMPLE SINAI

FROM: DAVID SHORE AND BARRY FRITZ, CO-CHAIR HOUSING

SUBJECT: CORVID-19 PLANNING AND RESPONSE

DATE: MARCH 3, 2020

CC: JEANETTE AND BARRY FRITZ

Based upon the current recommendations and guidelines released by CDC and CJP Boston, the following recommendations are provided for your consideration and implementation in response to the CORVID-19 situation and Temple Sinai.

- Release an updated memorandum to Temple staff and members in a special email release and make available printed copies of the memorandum and CDC flyers in the lobby.
- Encourage staff and members to consult with their physicians about concerns for individual health status and what decisions they should make to safeguard their health.
- Make arrangements for staff sick leave policies so that they can stay home when sick or to care of someone else who is sick.
- Continue to provide cold/cough etiquette supplies (hand sanitizer, tissues, trash buckets, soap/water) for general use by occupants.
- Continue to direct the custodians to take time to implement cleaning and disinfection of high-touch surfaces several times during the occupied days and nights. These items include: all door push bars, handles and knobs, mezuzahs at all doors; bathroom faucets; water fountain faucets and handles; main office counter and lobby tables; elevator buttons and panels; light switches; kitchen refrigerator handles; coffee machine buttons; copier buttons and panels; and any other commonly touched surfaces and objects.
- Implement cleaning and disinfection of classroom desks, and all equipment after classes or meetings are held each night. Staff should be informed on the proper materials and contact time for cleaning and disinfection. In addition, the high-touch surfaces in the sanctuary and common areas should be cleaned and sanitized after use each night including bimah, lobby and reception halls.
- Avoid touching of foods that will be shared. As a suggestion, challah should be sliced for distribution rather than torn with the hands. Use of a single cup of wine should not be shared.
- Advise members to hold off shaking hands and welcoming one another with hugs and kisses.

- Advise members when services will be broadcast via Facebook Live as was done for the Purim service on Monday, March 9, 2020. Train staff members in how to set up the broadcast media.

- Stay in contact with the Sharon Health Department regarding recommendations for upcoming events. Advise families with upcoming events that we are following the recommendations of the Sharon Health Department, MA DPH and CDC on steps to safeguard the health of members and guests. If there is an impact to their events or Temple events, we will contact all as soon as possible.

- Set aside the bridal room with cold/cough supplies in the event that a person feels ill during an event. Inform the staff and custodians that the bridal room can be made available for ill people. Make arrangements for the ill person to be transported home as soon as possible. Monitor the health status of the individual and contact 911 for medical care, if appropriate. Clean and disinfect the space after use.

- Consult with our insurance carrier on coverage for business continuity should an interruption occur.

- Consider the feasibility of laundering tallit and kippot.

- Contact the bus company to inquire on their cleaning and disinfection procedures.

We will continue to stay informed on the developments in Sharon and Massachusetts as well as share information from the Sharon health Department, MA DPH, and CDC. If there are any questions, please reach out to either of us.

Encl:

- JEMS Advisory, March 6, 2010
- Communications between David Shore and Sheila Miller, RN, Sharon Health Department, March 9, 2020