

# THE ROAD TO RE - OPENING



CONGREGATION  
BETH SHALOM

## **A Guide to Resuming Activities at CBS in the Wake of COVID-19**

*Part 3: First Steps - The Office*

## **Purpose**



This portion of our Road to Re-Opening guide sets out protocols that are specific to opening our office.

At this time, the office is not fully open for the conduct of routine business. However, it is important for our employees to be on-campus in order to facilitate our eventual return.

Returning to the office does not mean a full return to “normal.” The coronavirus pandemic is still with us, so we must continue to be mindful of medical and regulatory guidance regarding cleanliness and social distancing. All of the requirements set forth in Part 2: General Protocols also apply to the office. Additionally, the procedures set forth below must be followed.

## **Protocols**



### *Continue to Stay Away, If Possible*

Guidance from the CDC indicates that the coronavirus is most often passed through close contact.

During the pandemic, we have all found that we can accomplish most of our business with the office through telephone, mail and email. Our website, [www.cbclearwater.org](http://www.cbclearwater.org), is another resource for information or to check the status of your account. We encourage members and other visitors to continue to interact with the office through these means when possible. We love you, but if you don't have a specific need that can't be met in another way, please continue to stay away from the office and, for that matter, the entire CBS campus.

### *Appointments Required*

- An appointment is required in order to prevent having too many people present at once.
- We will only schedule one non-employee meeting at a time.
- Please email our office assistant, Sarah Stauff, at [office@cbclearwater.org](mailto:office@cbclearwater.org) or call (727) 531-1418 to make an appointment.

### *Traffic Flow*

- To limit person-to-person contact, visitors will enter through the office door and exit through the library. Signage will indicate the traffic flow.
- In-person appointments will take place in the library to allow for appropriate social distancing.
- Each employee office should only contain the employee working within it. If a brief conversation is needed between two employees, they should maintain 10 feet minimum separation at all times.

### *Restrooms*

- Restrooms in the school area are closed.
- Office restrooms will be cleaned after each use. Members and guests should inform staff after using the restroom so cleaning can be arranged.

### *Other Considerations*

- Masks are required for everyone in the building. Everyone should bring their own masks.
- Hand sanitizer will be placed in key spots.
- Members and visitors are encouraged to bring their own pens. Pens will be available for those who need them, but will be taken out of circulation for several days after use.

### *Cleaning and Disinfecting Protocol*

Employees should do their part to help keep the office as clean as possible by cleaning and disinfecting their workstations and surfaces they commonly use. Employees should also avoid using others' workstations, tools and equipment. Additionally, whenever an employee uses a common piece of equipment (e.g., printer or fax machine), it should be wiped down prior to and following use. Proper cleaning and disinfecting supplies will be provided. Employees should wash their hands with warm water and soap for at least 20 seconds after cleaning or sanitizing a surface.

Common areas and other frequently touched surfaces will be cleaned throughout the day. CDC-approved sanitizing chemicals and procedures will be used. The frequency of this cleaning may change depending on the situation.

A checklist of items to be cleaned and sanitized, and the frequency at which this is to be done, will be maintained by the Facility Manager.

### *Employee Illness*

Employees with symptoms are required to work remotely or take PTO. Employees who have been diagnosed with or are aware they've been directly exposed to COVID-19 should notify the executive director immediately. Synagogue policy prohibits discharging, disciplining, or otherwise retaliating against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.

## Updates

We'll supplement this guide as we proceed on our Road to Re-Opening. If you have questions, comments or suggestions, don't hesitate to reach out to us at [ReEntryTaskForce@cbsclearwater.org](mailto:ReEntryTaskForce@cbsclearwater.org).

