

THE ROAD TO RE - OPENING



CONGREGATION
BETH SHALOM

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

Part 3: The Office

Purpose

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

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, 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 No Longer Required

We no longer require appointments for visits to the office, however, we recommend that you contact the person you plan to meet with ahead of time and make sure they are available to see you at your requested time and are not already meeting with other congregants.

Social Distancing

When an employee needs to meet with someone, they should follow social distancing protocols. If that is not possible, because the office is too small or there is more than one person meeting with them, the meeting should be moved to the library where social distancing can be in place.

Restrooms

- Restrooms in the school area are closed.
- Office restrooms will be cleaned frequently.

Other Considerations

- Masks are required for everyone in the building. Everyone should bring their own masks.
- Hand sanitizer will be placed in key spots.

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.

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.

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 administrator 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

This version of Part 3 was issued on April 28, 2021. We'll supplement it 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.