



# Reopening Temple Beth Torah

## Operating Plans and Protocols

Updated: 6 August 2020

### The Reopening Task Force

The Reopening Task Force (RTF; aka TBT5780, a strategic planning group) was charged to develop and implement an incremental plan to reopen Temple Beth Torah (TBT). For guidance on public health, members monitor and pool information at regular meetings.

***This document describes operations on the TBT premises during a pandemic and under very limited access to our facilities. It does not describe a complete reopening post-pandemic.***

***Because the situation is so dynamic, we expect our policies, and this document, to be updated from time to time***

### Goals of the RTF

Guided by the Jewish value of *pikuach nefesh* (preservation of life), the goal of the RTF is to establish policies and procedures to enable TBT to reopen the building and resume a spectrum of programming, religious services, and spiritual activities that are meaningful and accessible to all.

The ultimate goal depends on TBT's ability to implement the necessary protocols, including acquisition and implementation of technology, as well as successful test activities.

Our expectations, goals, and operation protocols may be revised in response to changing health regulations, social conditions, religious leadership guidance, and direction from the TBT Board of Directors.

### Preparing Our Community / Communication

The following modes of communication will be used to communicate with our membership, community, staff, volunteers, and third-party agents. All communication will be managed by the Temple Administrator and/or Temple President via methods that include but are not limited to:

- Direct Email and Email Marketing via Constant Contact
- Hard-Copy Mail
- Social Media
- TBT's Website
- Signage in the Building
- Verbal announcements

### Facility / Maintenance

The Temple Administrator shall maintain:

- A complete list of all updates and repairs
- A routine maintenance and cleaning log
- A visitor log (see attached)

## Building Usage / Screening Protocols / Keeping Everyone Safe

- Day to day access to the building will be limited to the main entrance for regular business. Alternative ingress and egress may be directed for special events and programming.
- All employees, contractors, volunteers, and congregants are expected to sign the TBT visitor log at every visit, if they have not otherwise pre-registered.
- Signing the visitor log or pre-registration for an event serves to self-certify current health status and travel history and also serves as formal notification of obligation to inform TBT of any exposure to COVID-19 within 14 days of visit.
- Traffic patterns will be posted, and may be revised for special events.
- Building occupancy and usage will be determined by local and state regulations.
- The drinking fountain will be blocked from use.
- The kitchen will remain closed to food preparation until further notice.
- Sharing of food and drink is strictly prohibited. Disposable cups will be available for visitors and emergencies.
- Employees and staff should plan to bring their own food and drink for personal use, in accordance with the general guidelines delineated in the official temple policy manual.
- Restrooms will be limited to one person (or one household unit) at a time and will be converted to all gender use. (Special considerations may be made for adults assisting small children.)
- Physical barriers will be installed and/or utilized, as feasible.
- TBT may add additional screening measures, at any time - including but not limited to temperature checks.

## Deliveries and Contractor Access to TBT

- Delivery and Pick-Up service will be performed via non-contact, by use of the main entrance intercom, when possible. If a signature or direct contact is required, masks are to be worn, and visitor access will be restricted to the entryway.

## Signage

TBT will display signage in public areas to help communicate the procedures described here, including but not limited to:

- Requirements for social distancing and wearing of masks
- Reminders about regular and proper hand washing technique
- Requirement that anyone who feels unwell must go home immediately
- Traffic patterns to maintain appropriate social distancing
- Posted signage regarding room occupancy limits
- Safe use of the restrooms
- Reminders about personal hygiene and respiratory etiquette

## Social Distancing

The following protocols will be implemented to promote social distancing. As applicable, these protocols will be applied through policy, supervision, ground markings, signs, and physical barriers.

- All persons must maintain a six-foot distance from anyone other than household members, whenever possible.
- All persons should avoid conversations and tasks that require close physical contact.
- All visitors should avoid physical contact with others (handshakes, hugs, kissing).
- Face-to-face meetings are discouraged, and remote (virtual) gatherings are preferred.

- Visitors should avoid bottlenecking when entering and exiting the building.
- All persons should follow posted signage and directional traffic markings.
- Business Office – the lower portion of the split half door will be closed.

## Masks/Facial Covering

A face covering is required within TBT's building. A face covering is also required while on TBT grounds for outdoor events, when social distancing is not easily maintained.

All persons are encouraged to bring their own face covering. TBT will maintain a small inventory of disposable masks and gloves for emergency needs.

Masks must cover the nose, mouth, and chin, in compliance with CDC guidelines. Face shields are acceptable when masks are not feasible or the person is unable to wear a mask for medical reasons. TBT leaders will endeavor to reasonably accommodate those who wish to gain access to the synagogue and who are unable to comply with set protocols stated herein for face coverings.\*

Exceptions to mandatory use of masks and face coverings:

- Employees, working alone in their personal offices
- Children less than two years old
- Those medically unable to wear a mask\*

## HOW TO WEAR A MASK?



## Gloves

Single use gloves should:

- Be worn for routine disinfecting and when required by manufacturer guidelines.
- Be replaced as soon as practical when contaminated, torn, punctured, or when their ability to function as a barrier is compromised.
- Should be disposed of after single use.

## How to Properly Put On and Take Off Protective Gloves:

1. Grasp the outside of one glove at the wrist. Do not touch bare skin.
2. Peel glove away from your body, pulling it inside out.
3. Hold the glove you just removed in the gloved hand.
4. Peel off the second glove by putting your fingers inside the glove at the top of your wrist.
5. Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.
6. Dispose of gloves safely, in appropriate trash receptacles (not recycling). Do not reuse gloves.
7. Wash or sanitize hands immediately after removing gloves. (Preferably, wash for 20 seconds with soap and water.)



## Compliance and Enforcement

Authorized personnel, who have been trained in TBT policies and procedures (including TBT staff, leadership, ushers, and volunteers), will monitor compliance while the building is open for events and services.

Non-compliant individual(s) will be asked to leave the premises.

## Meetings and Events

- Meetings and events should be virtual, when possible. Outdoor meetings and events are encouraged, when a virtual option is not practical.
- Pre-registration will be required for all scheduled events.
- Visitors and attendees, who have not pre-registered, must sign the visitor log.
- Names of attendees and their contact information will be recorded for the purpose of contact tracing, should that become necessary.
- Registrants will be notified of their obligation to report exposures that occur within 14 days of TBT visit. Reports should be directed to the Temple Administrator by email.
- Following group events, the need for third party cleaning services will be determined in advance by the Temple Administrator and the Facilities Chair.
- Attendance at events will be limited.

## Seating

- Seating will be assigned at the time of registration in predetermined 'pods.'
- Individuals residing at the same physical address (household units) will be permitted to sit together.
- Household units requiring more than the predetermined seating may request additional seating in advance or on arrival.
- Household units requiring fewer seats will have empty seats within their pod

## Safe Ritual Practices: Mezuzah/Siddurim/Tallit/Texts

- Kissing or touching the Mezuzah is prohibited; a touch-free gesture is encouraged.
- Kissing the Torah, a siddur, or other ritual text is prohibited, unless it is your personal item. Instead, raising the text over your heart is encouraged, as an alternative.
- If called to the Torah for an aliyah, an individual will simply rise in his/her/their personal space, as opposed to approaching the bimah. The Rabbi and TBT leadership reserve the right to make alternative arrangements on a case-by-case basis.
- Service leaders, honors, and aliyot will be strategically choreographed to maintain required social distancing between attendees.
- There will be no processional or ceremonial lifting of the Torah.
- All practices for handling the Torah will be at the discretion of the Rabbi.
- In advance of use: The Torah will be placed on the reading table, rolled to the correct location for reading, and marked.
- Tallit and Kippot will not be provided by TBT for shared use. Individuals are expected to bring their own items. In the event an individual does not have necessary garments, one may be provided for "emergency" use.
- Individuals who wish to borrow TBT ritual items (Tallit, Kippot, or texts) for personal use should contact the Temple Administrator by written request.
- Masks should not be removed to lead prayers, unless a specific arrangement has been made with the Rabbi and Temple Administrator.
- Singing, shouting, and cheering indoors is generally prohibited. Special arrangements will be made for specific events (see Bnai Mitzvah section below).
- A rolling cart will be placed near the sanctuary door for people to pick up a siddur and Chumash on entry to the sanctuary. A second cart will be placed adjacent to the exit for drop-off. Texts will be rotated for use no sooner than 4 days.
- There will be no Kiddush or Oneg following ritual gatherings. Special accommodations about food and beverage for ritual purposes may be made with caution at the discretion of the Rabbi in conjunction with the Temple Administrator.

## Disinfecting and Cleaning

- All users of TBT must do their part to help keep spaces as clean as possible, by cleaning and disinfecting shared surfaces.
- TBT staff are responsible for cleaning and disinfecting their personal work spaces.
- It is expected that all individuals will wash with soap and water or sanitize his/her/their hands using alcohol based sanitizer (60% or greater):
  - upon entering TBT
  - following coughing or sneezing
  - before and after meals or breaks

- following use of restrooms.
- Whenever materials are to be distributed to the congregation or in a gathering, the persons distributing the materials are expected to wash their hands before doing so.
- Posters with visual cues will be posted, to remind individuals about washing hands routinely and to reinforce the CDC-recommended proper handwashing technique.
- It is the responsibility of the program or service leader, event host, or teacher to make sure that frequently touched surfaces are disinfected routinely and at least daily (at end of day or end of event). Such high-touch surfaces include, but are not limited to:
  - Light switch knobs
  - Door handles
  - Non-touchless dispensers (e.g., paper towel, soap, etc.)
  - Shared equipment or workspaces including photocopier and telephones.
- All trash containers will be lined with a plastic liner, and trash from common areas is to be removed with use of PPE (e.g., gloves, etc.).
- EPA-regulated disinfectants will be available and accessible for use, along with appropriate PPE necessary to carry out cleaning tasks. A complete list can be found at: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

## Third Party Cleaning

- Regular maintenance cleaning will continue to be outsourced on a routine and recurring basis.
- Third party deep cleaning will take place as soon as possible following any report of a COVID-related event at TBT. See also: Procedures for Illness Event.
- Third party cleaning contractors agree to use disinfectants approved by the EPA for use against SARS/COVID-19 while providing services at TBT.

## COVID Signs & Symptoms / Exposure / Illness

Any employee, staff person, volunteer, or visitor should notify the Temple Administrator if they have a positive test result for COVID-19, if the positive test was within 14 days of the TBT visit.

Any person who is not feeling well should not enter the temple premises.

## Procedures for Illness Event

- While visiting TBT, individuals who become unwell or experience any signs or symptoms of COVID-19 must leave TBT grounds immediately, if able to do so, and seek medical advice and/or care.
- If an unwell individual is unable to leave immediately, isolation efforts will be made.
- When feasible, exposed areas will be secured and closed off for a minimum of 24 hours. (NOTE: This may require TBT evacuation.)
- The areas will be disinfected after a period of 24 hours, unless a more immediate cleaning is required.
- The Temple Administrator should be notified as soon as possible.
- Temple representatives involved in reporting illness to health agents will, to the extent possible, protect individuals' identity and health status, when performing duties related to contact tracing and notification.
- The Temple Administrator will oversee quarantine protocols in accordance with local, state, and federal recommendations, before individuals are cleared to return to TBT.
- Any person who has tested positive for COVID-19 may return to TBT after receiving either a negative test or after 10 days from the date of the positive test as long as the following criteria

has been met: complete resolution of symptoms, fever free for 24 hours without use of medications that reduce or mask fever.

- Employees of TBT will be required to submit to the Temple Administrator a return to work note, signed by a licensed healthcare provider, after testing positive for COVID-19.

## Lifecycle Events & Special Considerations

- Whenever possible and weather permitting, outdoor ceremonies and gatherings are preferred.
- The ceremony outline will be determined by the Rabbi and event hosts.
- The kitchen will not be accessible for food preparation.
- If food is to be served, it must be prepared in advance, placed in take-out containers for individual use, and served according to TBT's established Kashrut policies.

## B'nai Mitzvot Guidelines

### General Guidelines

- The service will be a condensed version of the typical service; and the outline will be determined by the Rabbi, with input from the tutor and family.
- B'nai Mitzvah ceremonies may not be shared by two or more students, unless they are members of the same household.
- No more than three (3) aliyot plus the Maftir may be read, unless an alternative arrangement is approved by the Rabbi.
- Per TBT's general COVID-19 protocol, kippot and tallitot will not be provided by TBT. The B'nai Mitzvah host(s) may provide kippot for their ceremony.

### Outdoor Ceremonies at TBT

- A total of 25 persons may gather for an outdoor event. This includes the Rabbi, Tutor and any other necessary TBT representatives.
- To allow for singing during the service, a minimum social distance of twelve (12) feet will be maintained.
- The use of one or more tents is strongly encouraged for protection from weather as well as to demarcate seating arrangements.
- Video conferencing (e.g., Zoom) and streaming will be available, per TBT's capabilities.
- Before the ceremony, the Rabbi and/or tutor will meet with the B'nai Mitzvah student and his/her/their immediate family for a private moment of prayer and encouragement. (NOTE: Masks will be worn by all individuals and six-foot social distancing will be maintained.)
- Weather permitting, prayer books will be available for use during ceremonies as indicated under Ritual Guidelines. Alternative methods of distribution may be authorized by the Rabbi.
- The B'nai Mitzvah student will not be required to wear a mask. However, all others are required to wear a mask, per TBT mask guidelines.
- The Rabbi and tutor will maintain at least 12-foot social distancing during the ceremony.
- Where applicable, service participants will be provided with their required text. Additionally, if not part of the student's seating pod or if not already participating remotely, the service participant will maintain the appropriate social distancing, while carrying out their roles.
- There will be no Torah processional and no ceremonial lifting of the Torah. Instead:
  - Prior to the service, the Torah readings will be rolled to the correct reading, marked, placed on the reading table, and covered.
  - With the help of the Rabbi or Tutor from a distance, the first reader will uncover and unroll the Torah.

- With direction from the Rabbi, individuals will perform their aliyah honor at their seat and will remain standing until the end of his/her/their honor.
- After the service:
  - Food may be consumed onsite, per the guidelines noted under "Life Cycle Events and Special Considerations", with attendees maintaining six foot distancing from one another.
  - Individuals may congregate while wearing masks and maintaining six foot social distancing.

### **Indoor Ceremonies at TBT**

- A total of 25 persons may gather for an outdoor event. This includes the Rabbi, Tutor and any other necessary TBT representatives.
- Video conferencing (e.g., Zoom) and streaming will be available, per TBT's capabilities.
- Before the ceremony, the Rabbi and/or tutor will meet with the B'nai Mitzvah student and his/her/their immediate family for a private moment of prayer and encouragement. (NOTE: masks will be worn by all individuals and six-foot social distancing will be maintained.)
- To allow for safe singing, the student/family, Rabbi, tutor, and guests will occupy separate rooms within the building. They will be joined via video conferencing (e.g., Zoom, WEBEX).
- The B'nai Mitzvah student and members of his/her/their immediate family will not be required to wear a mask.
- Prayer books will be available per TBT ritual guidelines.
- Where applicable, service participants will be provided with their required text. Additionally, if not part of the student's seating pod or if not already participating remotely, the service participant will maintain the appropriate social distancing, while carrying out their roles.
- There will be no Torah processional and no ceremonial lifting of the Torah, instead:
  - Prior to the service, the Torah readings will be rolled to the correct reading, marked, placed on the reading table, and covered.
  - With the help of the Rabbi or Tutor, the first reader will uncover and unroll the Torah.
- Individuals will perform their Aliyah honor from his/her/their seat and may remain standing until the end of their honor. If the honoree is in another location, the Aliyah would occur via videoconferencing (e.g., Zoom).
- After the service:
  - Food may be consumed onsite, per the guidelines noted under "Life Cycle Events and Special Considerations", with attendees maintaining six foot distancing from one another.
  - Individuals may congregate while wearing masks and maintaining six foot social distancing.

### **At Home Services**

- The B'nai Mitzvah service/ceremony will be performed via video conferencing (e.g., Zoom, WEBEX, etc.).
- Before the ceremony, the Rabbi and/or tutor will meet with the B'nai Mitzvah student and his/her/their immediate family for a private moment of prayer and encouragement. If this meeting occurs in person, masks will be worn by all individuals and six-foot social distancing will be maintained.
- Those given an aliyah honor will stand in place and perform the prayers via videoconferencing.
- There will be two options regarding Torah readings:

#### ***Option 1:***

- The B'nai Mitzvah student will receive an electronic copy of their Torah portion.

#### ***Option 2:***

- Prior to the service, the Torah and any additional materials will be delivered to the student's home.



- The Torah will be rolled to the correct reading, marked, placed on the reading table, and covered.
- Training will be provided to family members regarding care and maneuvering of the Torah.
- There will be no Torah processional and no ceremonial lifting of the Torah.

## **Baby Namings, Weddings, and Other Life Cycle Events**

- Please contact the TBT office to plan your lifecycle event.
- The Rabbi will offer personalized guidance for all event inquiries.

## **Insurance Coverage**

- TBT has been advised that its contracted insurer will evaluate claims on a case-by-case basis.

## **Important Contacts**

TBT Main Phone:	(508) 429-6268
TBT General Office:	<a href="mailto:tbt@bethtorah.org">tbt@bethtorah.org</a>
TBT Office Administrator:	<a href="mailto:admin@bethtorah.org">admin@bethtorah.org</a>
TBT President and RTF:	<a href="mailto:president@bethtorah.org">president@bethtorah.org</a>
Holliston Board of Health:	508-429-0605
Holliston Fire (emergency):	508-429-4631
Holliston PD (emergency):	508-429-1212

## Appendix A

Health Attestation Signage (to be posted in plain view along with visitor log)

I certify that I am not presenting any of the following list of symptoms of COVID-19 and have not taken any medications that could mask the symptoms of:

- Fever
- Headache
- Body aches or muscle pain
- Chills
- Shortness of breath
- Difficulty breathing
- Cough
- Runny Nose
- Sore Throat
- Loss of Taste or Smell

I confirm that I have not experienced any of the aforementioned symptoms within the past 72 hours and have not been in close contact with any household members or individuals known to have had any symptoms of upper respiratory disease within the past 14 days.

I attest that I have not traveled to or from locations other than “lower risk” states as posted on **mass.gov** within the past 14 days.

If I gain knowledge of being exposed within 14 days prior to today’s date, I agree to notify the Temple Beth Torah Administrator so that proper isolation measures may be taken, if necessary, to prevent the spread of illness to others.