



# Reopening Temple Beth Torah Operating Plans and Protocols

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## 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.***

***Since the course of the pandemic is unclear and because federal, state, and local regulations are routinely adjusted in response to changing circumstances, this document will be updated from time to time. Periodic updates will be posted to reflect TBT's current policies and procedures. Users should check this document regularly in conjunction with the TBT calendar of events.***

### 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 which enables TBT to resume a spectrum of programming, religious services, and spiritual activities that are meaningful and accessible to all, leading to an eventual full reopening of the building.

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
- Hard-Copy Mail
- Social Media
- TBT's Website
- Signage in the Building
- Verbal announcements

## Safe Use of Our Building

### Record Keeping

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 Access and Visitors

- 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, congregants, and other visitors are expected to sign the TBT visitor log at every visit, if they have not otherwise pre-registered for an event.
- 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.

### Building Accommodations

- 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.
- Physical barriers will be installed and/or utilized, as feasible.
- TBT may add additional screening measures, at any time

### Food Guidelines

- 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.

### 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.
- Contractors entering the building must abide by all rules governing visitors, wear a mask at all times, and maintain appropriate social distance as they move throughout the building.

### 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
- Room occupancy limits
- Safe use of the restrooms
- Reminders about personal hygiene and respiratory etiquette

### **Use of Restrooms**

- 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 or for others requiring personal assistance.)
- The restrooms will be converted to all-gender use and are designated for individual use only - one person (or one household unit) at a time.
- Special considerations may be made for adults assisting small children or for others requiring personal assistance.

### **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.

### **Insurance Coverage**

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

## Congregant and Guest Responsibilities

### COVID Signs & Symptoms / Exposure / Illness

Any person, entering TBT's premises, should notify the Temple Administrator, if they have a positive COVID-19 test result within 14 days of the TBT visit.

Any person who is not feeling well should not enter TBT's premises.

### 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 and Facial Covering

A face covering is required within TBT's building. (*See exceptions below.*) 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. Loose-fitting face coverings (e.g., bandanas and "gaiters") and masks that have breathing valves, which do not restrict exhalations, are not allowed.

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 persons 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 may not wear a mask.
- Children between the ages of two and five are encouraged to wear a mask if able to do
- Those medically unable to wear a mask

### Cleaning Hands

It is expected that all individuals will wash with soap and water or sanitize 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.

## **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. Do not reuse or recycle 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, Services, and Events

### General Guidelines for Gatherings

- Meetings and events should be virtual, when possible. Outdoor meetings and events are encouraged, when a virtual option is not practical.
- A maximum of ten (10) individuals may gather within the building, and a maximum of twenty-five (25) may gather outdoors, unless government regulations require a smaller number.
- Requests for all group meetings, events, and gatherings must be directed to the Temple Administrator.
- 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.
- A cleaning fee may be required for events.

### Indoor Seating

- Seating will be assigned at the time of registration in predetermined 'pods.'
- Individuals residing at the same physical address (household unit) 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 if not outlined herein.
- 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 in advance, 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 B'nai 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 four (4) days.
- There will be no Kiddush or Oneg following ritual gatherings. Special accommodations, regarding 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 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>

## Lifecycle Events & Special Considerations

***Please consult with the Rabbi regarding your specific situation.***

- The building is currently not open for lifecycle events (other than B'nai Mitzvot).
- The Rabbi may be available to officiate off-site lifecycle events in certain circumstances.
- For Shiva, TBT will support a Zoom service only.
- An Aufruf or baby naming can be integrated into TBT's normal virtual Shabbat service.



## B'nai Mitzvot

### General Guidelines for B'nai Mitzvot

- The service will be a condensed version of the typical service. 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 garments for their ceremony.
- Prayer books will be available per TBT ritual guidelines. Temple staff will place prayer books before the service and collect them after the event.
- 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.
  - The first reader will uncover and unroll the Torah. If the ceremony is held indoors the Rabbi and other necessary personnel may be located in separate rooms.
- With direction from the Rabbi, individuals will perform their aliyah or other honors at their seat.
- Video conferencing (e.g., Zoom) with streaming and recording will be available, per TBT's capabilities.
- All TBT visitors must comply with Massachusetts regulations especially concerning travel and quarantine. Visitors may be required to produce documentation attesting to such at the discretion of TBT.
- A cleaning fee is required for on-site B'nai Mitzvah.

### Outdoor B'nai Mitzvah Services At Temple Beth Torah

- A maximum of 25 persons may gather for an outdoor event as long as this number is compliant with federal and state guidelines. This number includes the Rabbi, Tutor and any other necessary TBT representatives.
- Tents or canopies must be provided to cover the clergy, gabbai, and outdoor "bimah." The Torah and other sacred materials must be covered at all times.
- The use of one or more tents is strongly encouraged for protection from weather as well as to demarcate seating arrangements.
- To allow for singing, a minimum distance of twelve (12) feet will be maintained between seating pods.
- Final seating layout and plan must be approved by the temple administrator [link].
- The B'nai Mitzvah student will not be required to wear a mask during the service. However, all others are required to wear a mask, per TBT mask guidelines.
- 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 B'nai Mitzvah Services At Temple Beth Torah

- The B'nai Mitzvah service will be conducted in the sanctuary.

- Only the immediate family may gather in the sanctuary.
- The Rabbi, Gabbai and other necessary TBT representatives will perform their duties from other locations within the building.
- All participants must maintain social distance, comply with pre-designed seating arrangements, and wear masks, except during the service in the sanctuary.
- No food service is allowed for an indoor service.

### **At-home B'nai Mitzvah Services**

- The Rabbi and Gabbi will not be present at the home, but will participate through Zoom.
- At-home services require special consideration and discussion with temple staff.
- Our Beit Midrash Torah is only available for home use with approval of the reopening committee.
- Siddurim and Chumashim may be borrowed from the temple; a request must be made in writing to the B'nai Mitzvah chair.
- Streaming to YouTube is available.

### **Offsite Outdoor B'nai Mitzvah Services**

- Our Beit Midrash Torah will be used during the event and will be transported by the Rabbi or congregant delegated by the Rabbi. TBT maintains insurance for our Torah.
- Siddurim and chumashim may be borrowed from the temple; a request must be made in writing to the B'nai Mitzvah chair.
- The facility or host must provide a clean, stable, and sufficiently large table to serve as the "bimah."
- The facility or host must provide sufficient shelter for the "bimah" in order to protect the Torah, siddurim, as well as TBT representatives or officiants from adverse weather conditions.
- The outdoor gathering requirements detailed in this re-opening plan must be followed, including mask wearing, seating arrangements, and social distancing.
- A layout of the event (seating, tables, etc.) must be provided to ensure safety for all.
- The event facility must provide a plan for operating under inclement weather.
- As all B'nai Mitzvot are Temple events shared with our congregants, the following are the technology requirements:
  - Video distribution capability over the Internet will be provided by the Temple.
  - The event facility must have WiFi and sufficient bandwidth to support streaming.
  - A professional videographer is required to ensure that sights and sounds are well-captured as participants will be maintaining social distance.
  - The videographer will need to coordinate with the temple administrator.
- The B'nai Mitzvah family and guests must agree to all Massachusetts regulations regarding COVID-19 such as testing and quarantine procedures for out-of-state guests. In the event of a subsequent COVID-19 positive test result from anyone working or attending the event, the Temple administrator must be notified.
- The whole event plan must be provided to the B'nai Mitzvah Chair in advance for approval.

## 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 exposed 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 who are 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 ten (10) days from the date of the positive test, as long as the following criteria has been met: complete resolution of symptoms and 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.

## Appendix A - Important Contacts

TBT Main Phone: (508) 429-6268  
TBT General Office: [tbt@bethtorah.org](mailto:tbt@bethtorah.org)  
TBT Office Administrator: [admin@bethtorah.org](mailto:admin@bethtorah.org)  
TBT President and RTF: [president@bethtorah.org](mailto:president@bethtorah.org)  
Holliston Board of Health: 508-429-0605  
Holliston Fire (emergency): 508-429-4631  
Holliston PD (emergency): 508-429-1212

## Appendix B - Health Attestation Signage

The following is 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
- Conjunctivitis
- Difficulty breathing
- Cough
- Runny Nose
- Sore Throat
- Loss of Taste or Smell
- Diarrhea

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.