



EMANUEL SYNAGOGUE

Operating Practices During COVID-19 Pandemic

PREAMBLE

This is a "living document", to be updated at least monthly, effective upon formal adoption by the Board of Trustees and ending when the pandemic has been determined to be over by public health officials. This document may also be updated timely in light of other signal events, such as updates by federal, state or local public health experts and agencies.

Consistent with the Emanuel Synagogue Bylaws, the Board authorizes the Emanuel Reopening Task Force to update these practices on an interim basis as needed; the Board will have the opportunity to accept or reject these updates at its meetings. The Task Force is hereby empowered to make final decisions regarding activities deemed to present unnecessary risks to congregants, guests, staff, clergy and the synagogue premises. Pursuant to this action the Board authorizes the adoption of the recommendation of a Universal Precautions Policy which mandates the personal use of face masks, disposable gloves, handwashing/sanitizing, building sanitization and personal distancing which adhere to best practices as indicated by the CDC and local public health authorities.

The Task Force will not adopt any practices less restrictive than recommended by the State of CT Phase status regarding acceptable operations without Board approval, and all practices will be kept within any requirements of the State of CT. Emanuel will not move into a new Phase of Operations until the State of Connecticut does so, i.e., if Connecticut is in Phase I, so is Emanuel, etc. Where West Hartford status regulations differ, West Hartford rules will apply.

These guidelines are based on the premise of keeping the community spread of COVID-19 under control. Each programming decision may be more restrictive than the operating practices delineated below, based on the conditions we believe to be in the best interest of the health of our community and congregation.

Phase Operations

Volunteers and staff will ask politely that people comply with the post-entry practices and behavioral guidelines below for the relevant phase. If that is ineffective to ensure compliant behavior, synagogue Officers, the Rabbi, or the Executive Director intervene. If someone remains noncompliant, they will be directed to leave the premises where the Emanuel sanctioned activity is taking place.

Phase 0

- Emanuel is closed to all public operations.
- No outdoor events, with the exception of funerals, are sanctioned.

Phase I

Awareness

Efforts to promote ongoing awareness to bring about culture change within our building and community will be key to a successful reopening.

- All event, program and religious service information will contain highlighted details concerning symptoms, procedures and daily screening processes.

- Children's programs require parental and participant understanding, and a parental signature ahead of acceptance of participation in the program.

The first day of multi-day programs includes learning Emanuel-specific procedures for pre-screening, symptoms, mask wearing, mask handling, distancing, food handling, and other precautions.

- Dedicated signage elaborating building/gathering procedures for indoor and outdoor events, programs and services will be posted at all relevant, high traffic areas of the campus or activity site.

Pre-entry screening

- Self-temperature and symptom screening prior to attendance at any Emanuel activity is required to confirm that you are well prior to attendance. (self screening should be done within 24 hours before event) Individuals with fever should not attend any Emanuel activities.
 - **Documentation of absence of fever and symptom screening is required.** A fever is deemed to exist if the temperature is equal to or greater than 100 degrees Fahrenheit.
- Attendees should adhere to State of CT guidelines regarding quarantine after travel. (Quarantine means stay at home)
- Attendees should adhere to quarantine recommendations if they have a known COVID exposure.
- The following question should be asked of all attendees at Emanuel events:
 - placeholder for questions
- Staff are required to take their temperature every morning before coming to work, or within 2 hours of a scheduled program, event or service. It is to be recorded in a self kept log.

- Staff must not come to work if they have a fever or symptoms consistent with COVID-19 for 10 days after symptom onset AND 3 days after resolution of predominant symptoms, including fever.
- Staff are highly encouraged to seek COVID-19 testing if they develop Covid 19 consistent symptoms.
- In the event staff take ill with something other than COVID-19, they must not come to work until at least 24 hours after resolution of major symptoms, including fever.

Masks/face coverings

Masks may be effective at reducing the spread of viruses, even among asymptomatic carriers and are required. N95 masks, likely unavailable to the public due to production shortages, are the most effective, but only when fit-tested properly. Surgical masks are somewhat effective, and homemade masks less so. Nonetheless, all masks reduce the level of aerosols and droplets exuded by the wearer. Masks with vents are not allowed.

- Masks covering the mouth and nose are required for all individuals entering the Emanuel campus, including vendors and contractors, for the entirety of all Emanuel sanctioned activities or activity within the Emanuel campus.
 - Children age 2 and under are exempt from wearing masks.
 - Individuals with a medically documented need to not wear a mask or for whom mask compliance is particularly challenging are asked to contact the Executive Director prior to attending any Emanuel activity.
 - Volunteers and staff will be informed that there are specific individuals who are unable to wear masks or are medically exempt from doing so.
 - Visitors are requested to provide their own masks, however masks will be available at all Emanuel events, programs, meetings, etc.
 - Individuals using Emanuel-supplied masks must wash their hands with soap and warm water for 20 seconds or use hand sanitizer before obtaining a mask from the common supply which will be handed to them only by approved staff and/or volunteers.
- Masks are required for all staff when interacting with non-staff and staff alike.
 - Staff need not wear masks within their own offices with doors closed.
 - When only one person is leading services in a space without other nearby participant leaders, no mask is needed.
- Masks are required for all staff, members and guests at outdoor events.
- Masks may be briefly removed for eating/drinking, followed by requisite hand washing or hand sanitizer use.

Food/Eating

- No shared food.
- No served food.
 - Exception: Pre-purchased, individually wrapped items may be distributed by staff or families will bring their own food
 - Exception: Hebrew School students will have snack time per school guidelines.
- Eating outdoors will be prioritized.
- Individuals who are not domiciled within the same household shall not eat/drink within 6 feet of one another.
- At children's programming, there is to be eating only during scheduled meal and snack times.
- Full, closeable water bottles are required.
 - Water fountains in the building will be closed, and signage posted regarding their closure.
 - Sinks excluding kitchens and bathrooms are available for filling water bottles as is a separate water bottle machine in the school building and at strategic locations in common areas.
 - Large water jugs may be provided for water-bottle filling at times at the discretion of the House Committee.

Bathrooms

Bathrooms present both distancing and body fluid challenges. The following precautions will be enacted to provide the best outcomes for both of those exposure risks.

- Modify gendered signs of bathrooms and only allow one person at a time to use each bathroom.
 - Signage about proper ways to open doors to minimize touch and/or install foot grabs to cut down on high-touch areas. Hand sanitizer after leaving the bathroom (in addition to washing prior to leaving the bathroom).
 - Line ups for waiting outside bathrooms must adhere to the 6 feet or greater personal distancing rule.

Cleaning/Cleanliness

- Sanitizer stations will be placed at each building entrance/exit with signage indicating their required use - Necessary on arrival and before handling any Emanuel materials, such as kippot, siddurim, etc.
 - Option to enter the bathroom or social hall (if main floor in use) for handwashing (20 seconds with soap and warm water) instead of using hand sanitizer.
 - NOTE: This will be required for children's programming

- Sanitizer available at all outdoor events - required on arrival and before handling any Emanuel materials, such as kippot, siddurim, etc.
- Handwashing (20 seconds with soap and warm water) is recommended over hand sanitization
- Some form of hand sanitization is required before and after eating.
- Handwashing required after bathroom use.
- Any injuries will be handled by staff wearing masks and gloves.
- Clean/sanitize sinks, faucets, toilet handles, stall door handles and locks, towel dispensers and other high-touch areas frequently (NOTE: May require cleaning staff onsite during all programming).
- Sanitizer stations placed outside of each restroom in the event of inadvertent touching while exiting a restroom area.

Physical Space

- Individuals outside the same household must stay at least 6 feet apart.
 - Signage throughout building.
 - Tape markings outside high-use areas (bathrooms) while waiting.
 - Chair placement and allowable seating will be identified maintaining the 6 feet or greater distancing rule in rooms and sanctuaries (NOTE: allowance for households to sit together).
- Prioritize outdoor gatherings and meeting spaces.
- Consider drive-up events whenever possible.
- Open doors and windows, when those openings don't impair physical security.
- Maintain constant (rather than cycling on and off) non-recirculated air flow for those indoor areas in use when possible.
- Indoor programming should be kept to the shortest duration practical as determined by the staff and clergy leading the program in consultation with the Emanuel Reopening Task Force. For example, this may mean abbreviated services, or a hybrid of some part of a service in person with the remainder online.
- Indoor programming should be held in larger spaces whenever possible to contribute to physical distancing between individuals.
- Children younger than 13 must be supervised at all times to ensure they are following safe physical distancing rules, and mask-wearing as appropriate. Parental and staff discretion will govern whether children 13 and older can be trusted to follow all rules without direct supervision.
- Kissing or physically touching the mezuzot on and within the building is not allowed. A symbolic gesture in that direction is recommended instead.

- Avoid more than one individual in shared spaces, such as workrooms, library, etc. whenever possible.

Numbers

- Pre-registration is required for all programs, events, services, etc., to ensure maximum allowable numbers are not exceeded.
- Individuals who do not pre-register will be admitted only if maximum numbers have not been exceeded. These individuals will be reminded of the pre-registration policy and asked that they adhere to the pre-registration procedure in the future. There is a 25% capacity, according to posted building/fire code numbers, of any given room within the Emanuel with a maximum of 50 people in the building.
- Outdoor events have a maximum of 50 people.

Singing

Current information strongly suggests that singing is a high-risk activity that may lead to mass infection at events.

- Anyone singing must wear a mask. Thus, small children and others who are unable to wear masks should not be singing.
- Quiet, rather than loud singing should be strongly encouraged. This is required when indoors.
- Singing outdoors is preferred.
- Individuals outside the same household must remain 6 feet or more from others when singing.
- Maintain constant (rather than cycling on and off) non-recirculating air flow for those indoor areas in use for singing when possible.

Supplies

Sharing supplies that are difficult to disinfect may spread disease.

- In this Phase there will not be any *Emanuel sourced supplies*, such as kippot, siddurim, etc., used as part of a program, event, service, etc.
- Individuals must provide their own tallit, tefillin and kippot and take them with them upon leaving the premises.
- Children's programs will have individualized bins of supplies that will not be shared among others.
 - Hands will be washed before and after using any shared supplies (paints, etc).
 - Distancing protocol is always in effect when sharing supplies.
- Remove all non-necessary items, such as brochures, lost and found box, etc.

Procedure if someone becomes sick

- Advise sick individuals of home isolation criteria
 - Sick individuals should not return to Emanuel activities until the later of at least 10 days after their symptoms first appeared (or after they tested positive if asymptomatic) AND at least 3 days after primary symptoms, including fever, have resolved. These will be revisited and reconsidered according to recommendations of the CDC
- Isolate those who are sick
 - Make sure that staff, vendors, contractors, members and participants know that they should not come to Emanuel activities if they become sick with COVID-19 [symptoms](#), test positive for COVID-19, or have been [exposed](#) to someone with symptoms or a confirmed or suspected case.
 - Immediately separate anyone with COVID-19 [symptoms](#) (including among others fever, cough or shortness of breath). Individuals who are sick should go home (or to a healthcare facility) depending on how severe their symptoms are, and follow [CDC and Department of Health guidance regarding caring for yourself or others who are sick](#).
 - If children become symptomatic during programming, identify an isolation room until parents can retrieve children (30 minutes max).
- Clean and Disinfect
 - Close off areas used by a sick person and do not use these areas until after [cleaning and disinfecting](#) them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).
 - Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure [safe and correct](#) use and storage of [cleaning supplies](#).
 - Notify Emanuel Staff
 - Anyone coming down with COVID-19-like symptoms within 14 days after attending an Emanuel activity is highly encouraged to seek COVID-19 testing.
 - Anyone acquiring symptoms consistent with COVID-19 or testing positive for COVID-19 within 14 days after attending an Emanuel activity is requested to promptly notify the Emanuel Executive Director.
 - West Hartford and/or CT Department of Health authorities will be automatically informed of any positive test results, and will begin contact tracing. Emanuel staff can play a key role in identifying potential contacts of the individual testing positive.
 - In the event an individual tests positive for COVID-19 within 14 days after attending an Emanuel activity, Emanuel staff will use the activity pre-registration

list to inform all other attendees that someone in attendance at that activity has tested positive. Those individuals will be advised to stay home, [self-monitor for symptoms](#), and follow [CDC guidance](#) if symptoms develop.

- If a Covid 19 case is suspected the same procedure will apply.
 - Under no circumstances will Emanuel staff divulge the identity of the individual testing positive or suspected of having Covid 19 infection.

Space Rental

- Space rentals by external groups are governed by and must follow all of the above guidelines and precautions.
- Rental agreements shall include cleaning fees commensurate with use.

Rabbi and other Emanuel Synagogue Employees

- The Rabbi has the authority to make decisions he believes are in the best interests of his and his family's health at all times.
- The Rabbi may perform rituals, ceremonies, visits, etc. that are within the scope of the guidelines herein.
- Should the Rabbi become infected, all above criteria under "Procedure if someone becomes sick" will apply, and individuals and groups relying upon his physical presence shall be notified of his inability to appear as soon as possible.
- He may perform his rabbinic tasks virtually at his discretion.
- The same safeguards and responsibilities shall pertain to all clergy, Senior Staff and Support Staff.

Funerals

- Funerals should be held at the graveside as conditions allow.
 - Outdoor and indoor services must abide by "Numbers" guidelines above.
- Funerals should be as brief as possible.
- No less than 6 foot distancing must be observed at funerals.
- All attendees must be masked.
- Mourners can each bring their own shovels. If they do not have their own shovels, handles must be disinfected prior to use by another individual, and disposable gloves should be worn.

Other Lifecycle Events

- All lifecycle events, including weddings, conversions, Brit Milah, naming ceremonies, and B'nai Mitzvah, shall be subject to all guidelines described above.
 - Because the Phases of response can change at any time given community conditions, individuals are advised to plan their ceremonies and simchas sparingly until we reach Phase III.

Phase II

Awareness

- Same as Phase I

Pre-entry screening

- Same as Phase I

Masks/face coverings

- Same as Phase I

Food/Eating

- Same as Phase I

Bathrooms

- Replace gendered signs for bathroom use.
- Block every other stall and every other sink from use.

Cleaning/Cleanliness

- Same as Phase I

Physical Space

- Same as Phase I

Numbers

- Pre-registration required for all programs, events, services, etc., to ensure maximum numbers are not exceeded and to ensure contact tracing in the event of a sick individual.
- 25% capacity, according to posted building/fire code numbers, of any given room within the Emanuel building, to a maximum of 100 people (not including staff) in the building at one time.
- Outdoor events may have a maximum of 150 people.
- Max capacity per room:

- Sanctuary – 100 people
- Chapel – not for worship services or other activities with the exception of school classes of 15 people or less
- Silverman Auditorium - 100 people
- Koret Hall - 50
- BHCR - TBD
- Classrooms – 8 – 10 kids, depending on the size of the class.

Singing

- Same as Phase I

Supplies

- Same as Phase I except
- Siddurim will be given to each congregant to bring back and forth to events. A limited number of Siddurim will be available for use during events by guests or those without siddurim, after which a 7 day quarantine of the books will be implemented.

Procedure if someone becomes sick

- Same as Phase I

Rabbi and other Emanuel Synagogue Employees

- Same as Phase I

Space Rental

- Same as Phase I

Funerals

- Same as Phase I, except:
 - Shiva minyanim may occur. Numbers should comply with ability to socially distance in the space and comply with state guidelines for private gatherings. Mourners are asked to consult with Rabbi Small regarding safe numbers of individuals who could be at a given home, with others invited to participate online. All wearing masks, with health and hygiene observed. Only shiva minyanim in compliance with these guidelines will be publicized by the Emanuel.

Other Lifecycle Events

- All lifecycle events subject to the Phase II “Numbers” guidelines.

Phase III - Details of this phase have not yet been published by the State of CT. The Task force will revisit guidelines for this phase as appropriate.

Awareness

- Same as Phase I

Pre-entry screening

- Same as Phase I

Masks/face coverings

- Masks are mandatory for all Emanuel visitors, including vendors and contractors.
- Masks are mandatory for all staff when interacting with non-staff and staff as in Phase I.
- Masks are mandatory for all staff, members and guests at outdoor events.
- Masks may be removed for eating/drinking as outlined under Phase I.

Food/Eating

- Food may be served.
- Food may be prepared by volunteers wearing masks and disposable gloves, and performing frequent hand washing, including upon entry to the kitchen, and before preparing any food for serving.
- Single serving portions (e.g., ziploc bag with bagel and individual cream cheese; individual ziploc bag of carrots, apple slices, etc.) recommended.
- Food may be served from large containers by volunteers wearing masks and disposable gloves, with hand washing prior to serving required.
- No self-serve food is allowed.
- At least 6 foot distancing while eating is to be observed.
- Individual water /juice containers only.
- Communal beverages such as coffee, tea, wine, etc. will be served by a single volunteer wearing a mask and disposable gloves, with hand washing prior to serving required.
- Eating outdoors will be prioritized.
- Eating indoors shall be at 50% capacity maximum.
- Only disposable plates, cups, forks, knives and spoons are to be used by those eating.

Bathrooms

- Same as Phase II

Cleaning/Cleanliness

- Same as Phase I

Physical Space

- Same as Phase I

Numbers

- Pre-registration required for all programs, events, services, etc., to ensure maximum numbers are not exceeded and to ensure contact tracing.
- Capacity per state guidelines in this phase

Singing

- Same as Phase I

Supplies

- Same as Phase I

Procedure if someone becomes sick

- Same as Phase I

Space Rental

- Same as Phase I

Rabbi and other Emanuel Synagogue Employees

- Same as Phase I

Funerals

- Same as Phase II

Other Lifecycle Events

- All lifecycle events subject to the Phase III “Numbers” guidelines.

Adapted from the Beth Israel Center (Madison, Wisconsin) Operating Practices Document. Permission granted.