

Operations Checklist for In-Person Services

This checklist has been created to provide guidance for in-person services. These guidelines are applicable whether a congregation plans to hold full services in person or have a smaller group that will be live streamed or zoomed. This checklist, while not comprehensive, provides a number of considerations. You are strongly encouraged to research the health guidelines for your location.

This checklist is not designed to recommend any particular course of action. Rather it is to serve as a jumping off point from which you can determine what is best for your congregation based on numerous factors, including but not limited to size, culture, budget, local health guidelines, etc.

Please note that this checklist refers specifically to the services you are holding in-person. There are other considerations and options for virtual or hybrid services.

Checklist items:

Check with your local health department for guidelines.

- If there are limits on how many can attend, how will you decide?
 - Lottery
 - Torah readers and family
 - Others with honors
 - Board
 - Donors
 - Raffle
 - Volunteers
- How will you enforce those limits?
- Can you offer several services at staggered times?
- Is there a way to share resources with other local congregations?

How will you move people through the facility?

- Avoid handling doors.
- One door to enter/one door to exit - have markings on the floor as to which direction to enter and exit.
- Security vs health.
- Avoid congregating, staggered entrances/exits.
- Who enforces and how? Usher, security guard, volunteers, staff?
- Getting people to sanctuary.
- Getting to bathrooms, taking breaks.
- Safe and exciting.
- Torah processional/recessional.
- Honors, aliyot: how to handle.

- Water fountains/coolers. Should you disable them?
- How to handle children.
- How to handle seniors and caregivers.

How will you handle seating and distancing?

Preregistering/assigned seats

- Require all attendees to pre register to attend services in person.
- Have families preregister for every person who will be in attendance in the building.
- This allows for contact tracing if needed.
- This allows you to control the number of people in your facility.

Assign seats to family units.

- This will allow you to best utilize your space.
- Families can be grouped together and set at least 6 feet from other families.
- Provide a seat map ahead of arrival.
- Post seat map.
- Label seats with a sign to avoid confusion that requires more movement in and out of your sanctuary.
- Provide ushers with seat maps.
- If you have pews, consider blocking off rows to create proper social distancing. If you can, remove some pews or chairs and store them for more distancing.
- If you have chairs, set up/group by number in family units.
- Be cognizant of contact when people have to climb over one another to exit or enter a row. Can you block off rows or chairs?

Entering and exiting spacing

Assess your entrances/exits to your sanctuary.

- If you have multiple doors, establish at least one as entrance only and one as exit only to limit cross traffic.
- If you have only one, assess whether an usher could control the flow in and out.
- Avoid crowds gathering at doors waiting to enter the service. This might mean allowing people to enter at times you might not have allowed movement in past years (during a sermon, aliyah, when the Ark is open, etc).
- Assign entrance times beforehand.
- Have a Rabbi or volunteer announce when each family can leave.

- Place markings on the floor both inside and outside to help with distancing if people have to wait to enter or exit.

Should you have congregants sign a waiver or consent prior to services?

- <https://www.latimes.com/opinion/story/2020-06-12/trump-rally-liability-waiver-should-you-sign-them>
- Consult with a lawyer and your insurance agent regarding language for this.

What precautions will you need to take?

Masks, should have available

- <https://www.amazon.com/face-mask/s?k=face+mask>
- <https://ihealthlabs.com/ear-loop-face-mask/> 50/box, \$20
- <https://wyze.com/face-masks.html> 50/box, \$20
- <https://www.efavormart.com/products/pack-of-50-3-ply-disposable-face-mask-non-woven-mask-with-ear-loop?variant=32153233981486> 50/box \$17

Gloves, should have available

- https://growace.com/industrial-blue-nitrile-gloves-100-pack.html?gclid=EAIaIQobChMIleOst5T96QIVyEXVCh1nEgHNEAQYBSABEgKQpPD_BwE 100 for \$20 latex free
- https://www.wrist-band.com/vinyl-disposable-gloves-5616-nproducts?gclid=EAIaIQobChMIleOst5T96QIVyEXVCh1nEgHNEAQYASABEgKN6vD_BwE 100 for \$16 vinyl
- https://www.uline.com/BL_973/Uline-Industrial-Nitrile-Gloves 100 for \$11, minimum order of 200, can buy in bulk

Sanitizer, where will you put them?

- Many options available
- <https://medyskin.com/order-hand-sanitizer>
- https://www.bulkapothecary.com/product/raw-ingredients/unscented-bases/unscented-hand-sanitizer-gel-base/?sku=base-84&gclid=EAIaIQobChMIouiSh5b96QIVCtvACh0-TALFEAAYASAAEgIOBvD_BwE
- https://www.schoolsin.com/lyt-hand-sanitizer-gel.html?gclid=EAIaIQobChMIouiSh5b96QIVCtvACh0-TALFEAAYAIAAEgJ5SfD_BwE

Free standing sanitizer stations:

- https://sanipackz.com/products/hand-sanitizer-dispenser-standalone-unit?utm_medium=CPC&utm_source=Google&utm_campaign=9895450947&utm_content=436057994778_c_&utm_term=sanitizer%20dispenser&gclid=EAIaIQobChMI4brng5f96QIVAovICh0P6gICEAAYASAAEgLjZvD_BwE \$179

- <https://www.uline.com/Product/Detail/H-1950/Hand-Soap-and-Sanitizers/PURELL-Hand-Sanitizer-Touch-Free-Dispenser>
- <https://www.amazon.com/purell-hand-sanitizer-stand/s?k=purell+hand+sanitizer+stand>

Maintenance staff

- Continuously cleaning bathrooms and high contact surfaces.
- Ask staff rather than assuming they are comfortable. Provide an environment that allows them to speak freely (to immediate supervisor, Executive Director, Rabbi, or others) if they wish to not have contact with large groups of people.
- Require wearing PPE.
- Educate on personal practices (hand washing, masks, stay home if sick).
- Train staff on how you want your spaces cleaned.

Taking temperatures

- https://ihealthlabs.com/product/PT3?gclid=EAIaIQobChMInKeR8Zf96QIVaYVaBR2y7gbFEAAAYASAAEgICavD_BwE
- https://dgadgethubs.com/products/buy-5-get-1-free-no-touch-forehead-thermometer1-limited-stocks?utm_medium=cpc&utm_source=google&utm_campaign=Google%20Shopping&gclid=EAIaIQobChMInKeR8Zf96QIVaYVaBR2y7gbFEAQYAyABEgKtGfD_BwE

Temperature screening kiosks are an option, but costly, ranging from \$1,500 to \$3,500

Screening questions

- <https://www.ama-assn.org/practice-management/sustainability/use-covid-19-screening-script-when-reopening-your-practice>
- Who will administer screening questions? Can they write on the Holidays?
- Can you pre screen when taking advance registrations?
- What will you do with this information?

Prayer Books, kippot, tallit

- Can have two tables or racks set up: one for congregants to take an item as they enter, the other for returning the item when leaving. Items should be moved away after usage and left untouched for one week after usage.
- Encourage bringing their own kippah and tallit from home.
- Provide a link to Mahzorim that can be downloaded and printed in advance.
- Provide a link to purchase Mahzorim and other items.

- Consider allowing people to use their devices for viewing Mahzor download.

Who will sit on the bimah?

- How will you maintain social distancing?
- Determine if it is necessary to have a President, or those taking aliyot on the bimah.

Torah Service

- What modifications do you need to make to maintain social distancing, and avoiding contact contamination?
- Separate table for the Torah.
- Only one person was allowed to touch it, wearing gloves.
- No gabbai.
- Aliyot recited from seats rather than on the bimah.
- No Hagbah/Gelilah.
- Only one Torah reader at a time, wearing gloves, possibly a mask.
- Plexiglass around table.
- Have sanitizer available.
- Can you pre record and show on screen or tv in sanctuary?

Singing/Vocalizing

- Plexiglass around Cantor and Rabbi.
- Separate mics.
- Wear masks if possible.
- Consider less singers in choir, maintain social distancing.
- <https://news.yahoo.com/people-getting-sick-coronavirus-spreading-115751594.html>

Shofar blowing

- If in person, not facing congregation or others.
- Behind a plexiglass screen.
- Prerecord and show a video.
- Offer "drive in" shofar blowing.
- Have shofar blowers go into neighborhoods where you have a number of congregants.

Ushers and Volunteers

- Who will train them for the new protocols?
- Will they be expected to enforce protocols?
- If so, how will they enforce them?
- What are their new responsibilities?
- Find a way to ascertain their willingness to assume these new and different responsibilities.

Air Flow/HVAC

- Check your mechanicals to determine if you need new filters and if you can pull in more fresh air.
- Can you utilize doors and windows without compromising your security and cooling comfort?

Balancing security and health guidelines

- Meet with your security team to discuss how to incorporate security with health concerns.
- Doors open? Unlocked?
- Security guards - where to station, specific responsibilities.
- Meet with local police to review your safety and security procedures.

How do you address people who won't come into the space?

- How can you provide them with a meaningful and spiritual experience?
- Set up zoom via live stream with one click on the website.
- Public access services.

Bathrooms

- Install touchless faucets/soap dispensers.
- How many people are allowed at a time and how to implement that.
- Sanitizing after each use. Who does this and how?
- Propping open doors or installing devices so that people can open the doors without touching handles. Or provide signage suggesting using your shoulder to open, placing towels and a garbage can by the door to pull it.
- Shut off water fountains and coolers.
- Install toilet seats with self closing lids.
- Install automatic flushers.
- Install touchless paper towel dispensers.
- Post reminders and instructions in visible areas.

Family Services

- Should you hold Family Services? If so, how?
- Babysitting, is it necessary? Who does this?
- Snacks, toys, games. Check local DCFS for guidance.

Develop a plan if someone who was at services should test positive

- Have a list with stickers to put on names of who was in attendance, check in at door w/security.
- Video camera at front door and in sanctuary.
- Preregistration.
- Name tags, pre printed.
- Send email/text/letter to the entire congregation if someone tests positive, saying what date they were there.

- Check with your insurance company and legal counsel re liability and waivers.
- Check with your local health department for specific guidelines.

Emergency supplies

- Water.
- Ice packs.
- Smelling salts.
- Bandages.
- Set up a schedule with congregant doctors to be in-person.
- Access to phones/police/ambulance.
- Have panic alarms.
- Contact local police to inform them of your plans.