**Beth Israel Center**

**Operating Practices During COVID-19 Pandemic**

***NOTE: This document is a living document, to be updated on at least a monthly basis, beginning June 9, 2020, until the end of the pandemic has been determined by public health officials. This document may also be updated in light of other triggering events, such as updates by federal, state or local public health experts.***

***Consistent with the BIC Bylaws, the Board authorizes the BIC COVID-19 Work Group--which includes the entire Executive Committee--to update these practices on an interim basis as needed; the Board will have the opportunity to ratify or reject these updates at its meetings.***

BIC will not adopt any practices less restrictive than the Phases of Public Health Madison & Dane County regarding acceptable operations without Board approval. BIC will not move into a new Phase of operations until Public Health Madison & Dane County does so, i.e., if Madison & Dane County is in Phase I, so is BIC, etc.

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.

**Phase Operations**

Volunteers will ask politely that people comply with the post-entry practices and behavioral guidelines below for the relevant phase. If that doesn’t work to ensure compliant behavior, synagogue Officers, the Rabbi, or the Executive Director will be asked to intervene. If someone remains noncompliant, they will be asked to leave.

***Phase 0***

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

***Phase I***

Awareness

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

* All event, program and service information contains highlighted information about symptoms, procedures and daily screening process.
	+ Children’s programs require parental and participant understanding and signature ahead of acceptance to the program.
* First day of multi-day programs includes learning BIC-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.

Pre-entry screening

* Self-temperature and symptom screening prior to attendance at any BIC activity requested to confirm that you are well prior to attendance. Individuals with fever should not attend any BIC activities.
	+ Documentation of absence of fever and symptom screening each day for children attending multi-day activities.
* Staff are required to take their temperature every morning before coming to work, or within 2 hours of a scheduled program, event or service.
	+ 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 acquire 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 spread of viruses, even among asymptomatic carriers. 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 covering the mouth and nose are required for all individuals entering the BIC building, including vendors and contractors, for the entirety of all BIC activities or activity within the BIC building.
	+ Children age 2 and under should not wear masks.
	+ Individuals with a 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 BIC activity.
		- Volunteers and staff will be informed that there are specific individuals who are unable to wear masks.
	+ Visitors are requested to provide their own masks, however masks will be available at all BIC events, programs, meetings, etc.
		- Individuals using BIC-supplied masks must wash their hands or use hand sanitizer for 20 seconds before obtaining a mask from the common supply.
* Masks are required for all staff when interacting with non-staff.
	+ Staff need not wear masks within their own offices with doors closed.
	+ When only one person is leading services in a space, no mask is needed.
* Masks are recommended for all staff, members and guests at outdoor events.
* Masks may be removed for eating/drinking.

Food/Eating

* No shared food.
* No served food.
	+ Exception: Pre-purchased, individually wrapped items may be served by staff in children’s programming.
* Eating outdoors will be prioritized.
	+ Individuals outside the same household shall not eat/drink within 6 feet of one another.
* For children’s programming, eating only during scheduled meal and snack times.
* Full, closeable water bottles are preferred.
	+ Water fountains in the building will be closed, and signage posted regarding their closure.
	+ Sinks excluding kitchens and bathrooms available for filling water bottles.
		- Only staff may use the coffee counter sink.
	+ Large water jugs may be provided for water-bottle filling.

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.
* Keep bathroom doors propped open and/or install foot grabs to cut down on high-touch areas.

Cleaning/Cleanliness

* Sanitizer stations at each building entrance/exit with signage requesting use - required on arrival and before handling any BIC 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 BIC materials, such as kippot, siddurim, etc.
* Handwashing (20 seconds with soap and warm water) required before and after eating for children’s programming.
* 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).

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 in rooms and sanctuaries (NOTE: allow for households to sit together).
* Prioritize outdoor gatherings and meeting spaces.
* Consider drive-up events when 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 leading the program in consultation with the COVID-19 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 when 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 required for all programs, events, services, etc., to ensure maximum numbers are not exceeded.
	+ Individuals who do not pre-register will be admitted only if maximum numbers have not been exceeded. Said individuals will be reminded of the pre-registration needed at this time, and asked that they complete the pre-registration next time.
* 25% capacity, according to posted building/fire code numbers, of any given room within the BIC building with a maximum of 50 people in the building.
* Outdoor events have a maximum of 50 people.

Singing

Existing information suggests that singing is a high-risk activity that may lead to mass infection events, in the absence of mask-wearing.

* 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 encouraged.
* Singing outdoors is preferred (required for children’s programming).
* 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.

* Any BIC supplies, such as kippot, siddurim, etc., used as part of a program, event, service, etc. will be quarantined for a minimum of 3 days post-use.
	+ Individuals will be asked to place any items used in a bin at the back of the area, and those items will not be re-used for a minimum of 3 days.
* Prioritize use of personal tallit. If individuals wish to use BIC tallit, reduce numbers available, and place them as far apart as possible. Tallit will also be subject to the minimum 3-day quarantine rule after use.
* 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 still in effect while 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 BIC 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.
* Isolate those who are sick
	+ Make sure that staff, vendors, contractors, members and participants know that they should not come to BIC activities if they become sick with COVID-19 [symptoms,](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) test positive for COVID-19, or have been [exposed](https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html) to someone with symptoms or a confirmed or suspected case.
	+ Immediately separate anyone with COVID-19 [symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) (such as 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 guidance for caring for yourself or others](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html) 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 sick person and do not use these areas until after [cleaning and disinfecting](https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html) 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](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html) use and storage of [cleaning supplies.](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)
* Notify BIC Staff
	+ Anyone coming down with COVID-19-like symptoms within 14 days after attending a BIC 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 a BIC activity is requested to promptly notify the BIC Executive Director.
		- Public Health Madison & Dane County will be automatically informed of any positive test results, and will begin contact tracing. BIC 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 a BIC activity, BIC 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](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html), and follow [CDC guidance](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html) if symptoms develop.
		- Under no circumstances should BIC staff divulge the identity of the individual testing positive.

Space Rental

* Space rental by external groups must follow all of the above guidelines and precautions.
* Rental agreements shall include cleaning fees commensurate with use.

Mikvah

The Mikvah is chlorinated, and the water is moving, therefore there should be minimal risk to individuals using it.

* The Mikvah shall be available for individual use by appointment.
	+ Ideally, 24 hours would be afforded between individuals not residing within the same household.
		- If this timeline is not possible, at least 15 minutes must elapse (to allow the largest aerosolized particle sizes to settle) before cleaning for the next individual.
	+ Appropriate cleaning procedures of floors, railings, knobs and other common surfaces should be completed right before the next individual’s use.
* Individuals must abide by the “Pre-entry screening” and “Procedure if someone becomes sick” guidelines above.
* Individuals must wear masks upon entry to and exit from the Mikvah.
* To minimize contamination risk, all users should leave any unnecessary items at home or in their cars.
* Although not usually Halachically advised, during the current pandemic users should consider showering when arriving home.
* Mikvah users are encouraged to bring their own linens and launder them at home.
	+ If they are unable to bring their own, linens will be provided, and will be laundered at a later date.

Rabbi

* The Rabbi has the authority to make decisions she believes are in the best interests of her and her 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 counting on her physical presence shall be notified of her inability to appear as soon as possible.

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.
* 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.
* Shiva minyanim may occur with 10 individuals at a home, all wearing masks, with others invited to participate online.

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 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.
* 50% capacity, according to posted building/fire code numbers, of any given room within the BIC building, to a maximum of 50 people (not including staff) in the building.
* Outdoor events have a maximum of 100 people.

Singing

* Same as Phase I

Supplies

* Same as Phase I

Procedure if someone becomes sick

* Same as Phase I

Rabbi

* Same as Phase I

Mikvah

* Same as Phase I

Space Rental

* Same as Phase I

Funerals

* Same as Phase I, except:
	+ Shiva minyanim may occur. Mourners are asked to consult with the Rabbi regarding safe numbers of individuals who could be at a given home, all wearing masks, with others invited to participate online. The Rabbi may choose not to attend in person were she to feel the numbers chosen by the mourner could negatively impact her health.

Other Lifecycle Events

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

***Phase III***

Awareness

* Same as Phase I

Pre-entry screening

* Same as Phase I

Masks/face coverings

* Masks are recommended for all BIC visitors, including vendors and contractors.
* Masks are recommended for all staff when interacting with non-staff.
* Masks are recommended for all staff, members and guests at outdoor events.
* Masks may be removed for eating/drinking.

Food/Eating

* Food may be served, including at pot-lucks.
	+ Food may be prepared by volunteers wearing masks and performing frequent hand washing, including upon entry to 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, with hand washing prior to serving required.
	+ No self-serve food.
* Individual water /juice containers only.
* Communal beverages such as coffee, tea, wine, etc. will be served by a single volunteer wearing a mask, with hand washing prior to serving required.
* Eating outdoors will be prioritized.
* Eating indoors shall be at 50% capacity

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.
* 75% capacity, according to posted building/fire code numbers, of any given room within the BIC building, to a maximum of 100 people (not including staff) in the building.
* Outdoor events have a maximum of 250 people.

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

Mikvah

* Same as Phase I

Rabbi

* Same as Phase I

Funerals

* Same as Phase II

Other Lifecycle Events

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

*Unanimously accepted by the Board of Directors*

*June 9, 2020*