



# Adath Israel CONGREGATION

Adath Israel Congregation

Reopening Plan and Policy Version 2.5

*Approved by the Board of Trustees on September 14, 2020. Revised by the Health and Safety Committee on May 13, 2021.*

## Executive Summary

Adath Israel Congregation has completed a plan and policy for reopening following shut-down due to the Covid-19 pandemic. The plan was developed by a committee with diverse expertise in areas including medicine, risk management, facility management, Jewish ritual and halachah, and organizational management. The resulting plan and policy meets or exceeds the requirements and recommendations of the State of NJ and the Centers for Disease Control and Prevention, and follows the Jewish tradition of putting preservation of life first.

The plan and policy addresses requirements for entering and being on the Adath Israel facility and grounds, precautions and behaviors expected when in the facility and on the grounds, and systems and equipment needed for implementation. Some of the key features of the plan include mandatory use of effective facemasks, health screening, spacing, and control of occupancy.

### I. Objectives and Duration of Applicability

Guided by the principles of Conservative Judaism and the requirements of the State of New Jersey, this plan seeks to meet the following objectives:

- Implement best-practice techniques to reduce infection potential.
- Accommodate as much in-person activities as possible; supplement with on-line.
- Provide training and education as needed to implement this policy.
- Communicate frequently.
- Provide process for amending and reacting to situational changes.

The members of the committee are:

Abe Abramovich	Rabbi Brad Hoffman
Rabbi Ben Adler	Hazzan Art Katlin
Amanda Arena	Irwin Margolin
Scott Berger	Mark Pressman
Shannon David	Ira Snyder
Lisa Ganzman	

Members may be added or removed at the recommendation of the President, with approval of the Board.

The Board delegates the following level of authority:

After the Board approves the overall annual budgets related to reopening, spending shall be at the discretion of the Committee provided that the annual spending remains within the budget approved by the Board.

When simple policy changes are required based on experience gained while reopening, the Committee shall be empowered to implement these changes and then notify the Board.

The President, as ex-officio member of the committee, may disagree with the committee's determination regarding any specific item, or spending, or matter of policy, in which case the Board shall make the final determination.

This policy shall take effect immediately upon ratification by the Board. It will remain in effect as long as needed to satisfy the requirements of the State of New Jersey and risk-tolerance of the Board of Adath Israel, whichever is stricter. Changes to the policy, including modifications and suspending the policy shall be initiated by recommendation of the committee. Any such changes that are within the committee's delegated authority shall be implemented upon majority vote of committee members present (in person or online), providing that more than half of committee members are present. Any such changes beyond the committee's delegated authority shall be presented to the Board for approval according to the Adath Israel Bylaws.

## **II. Requirements for Entering the Building for Adath Services and Events**

1. For purposes of this policy, these requirements shall also apply for entry to areas where outdoor services and events are conducted.
2. Individuals or family groups intending to attend a service or event shall make a reservation in advance calling the office. The office shall then assign a seat or seats for the individual and others in their family group, following the spacing requirements as specified in Section VI. If attendee will require a hearing assistance device, they shall reserve the device in advance. All reservation shall be made before close of business of the Thursday before the event, unless a different deadline has been specified for the event.
3. The maximum attendance for all services and events shall comply with the requirements of the State of New Jersey and with spacing requirements as specified in Section VI.
4. Signage shall be posted at the entrances specifying the requirements of this policy.
5. Before exiting their vehicles, attendees shall put on a facemask that meets the facemask policy as specified in Section VII. On approaching the building, Security shall validate that the attendees' facemask meets and is being worn according to the facemask policy. If the attendees' mask does not meet policy, a mask shall be provided, while supplies last, and fit-checked. Anyone refusing to wear an appropriate mask that properly fits shall be politely and firmly requested to not enter the building and to return to their vehicle immediately.
6. On approaching the building, security shall perform a health screening as specified in Section VIII. Anyone who does not pass the health screening shall be politely and firmly requested to not enter the building and to return to their vehicle immediately.

7. On approaching the building, security shall check ticket and/or the attendees' seating list. All attendees of services and events shall make a reservation, as specified in Section IX prior to attending. Individuals without a ticket and not on the attendance list shall be admitted, considering the results of their professional security screening, mask screening, health screening and the available capacity. Members in good standing and their families shall be given priority over visitors. If admitted, the attendees' seating list shall be updated. If the service or event has reached capacity, the individual(s) shall be politely and firmly requested to not enter the building and to return to their vehicle immediately.
8. Security and staff shall be empowered to request that a person temporarily remove his or her mask as part of an ID check if in their judgment this is necessary
9. At the discretion of the Adath President, a member in good standing may perform the tasks of (a) mask checking, (b) health screening (with limitations as specified in Section VIII), and (c) checking tickets and seating chart.
10. Upon entering the vestibule, attendees shall use hand sanitizer, which shall be provided by Adath Israel for this purpose.
11. The parents of all children under the age of 13 shall have the responsibility to keep the children with them at all times.
12. If an individual must leave the building during services or the event, they shall use the exit by the library. Any re-entry shall then be through the main entrance.
13. The procedure for exiting services or events shall be determined for each service and event and communicated by the leader of the event. When the event concludes, all attendees shall exit as swiftly as possible, maintaining proper spacing, and shall not linger in the building or parking lot.

### **III. Requirements for Entering the Building to Visit the Adath Office or Other Part of the Building Other than for Services and Events**

1. Signage shall be posted at the entrances specifying the requirements of this policy.
2. All individuals wishing to visit the office or building, including key fob holders, should call ahead to plan the visit. The maximum capacity for the office and/or rooms visited shall comply with the requirements of the State of New Jersey and with spacing requirements as specified in Section VI. Depending on building occupancy, visitors may need to wait for entry.
3. The first office employee or key fob holder to enter the building shall be trusted to follow the requirements of steps III.4 and III.5. When the second employee arrives, the two shall check each other's masks and health. Subsequently, any employee may perform steps III.4 and III.5.
4. Before exiting their vehicle, the individual shall put on a facemask that meets the facemask policy as specified in Section VII. After ringing the video doorbell, an office employee shall validate that the attendees' facemask meets and is being worn according to the facemask policy. If the attendees' mask does not meet policy, a mask shall be provided, while supplies last, and

fit-checked. Anyone refusing to wear an appropriate mask that properly fits shall be politely and firmly requested to not enter the building and to return to their vehicle immediately.

5. The office employee shall then perform a health screening as specified in Section VIII. Anyone who does not pass the health screening shall be politely and firmly requested to not enter the building and to return to their vehicle immediately.
6. If the individual's entry shall cause the office or room visited to exceed its capacity, an office employee shall request that the individual wait outside until the capacity can be met, or to return later.
7. Upon entering the vestibule, attendees shall use hand sanitizer, which shall be provided by Adath Israel for this purpose.
8. The parents of all children under the age of 13 shall have the responsibility to keep the children with them at all times.
9. During office hours, anyone with a key fob and/or alarm code must follow all of the requirements of Section III. They must call ahead and submit to a temperature check and health screening before entering the building.
10. During off hours, when the office is closed, a sign-in sheet and thermometer will be provided for anyone with a key fob and alarm code and all those who enter with them. Everyone will need to check their own temperature, do the health screening on their own, and log their presence in the sign-in sheet.
11. Upon concluding the visit, individuals shall exit by the library. However, if the individual has parked in a disabled parking space, they may exit by the main door. In that event, an office employee shall first ensure that anyone who may be approaching the building stays back to provide adequate social distancing.

#### **IV. Requirements for Bridge Academy Entering or Being in the Building**

1. Bridge Academy's policy shall meet or exceed all federal, state, and local requirements for Covid-19 safety, as periodically amended. Bridge shall present their policy to Adath Israel for approval, and shall not resume in-person instruction until approval has been granted.
2. If any provision of Adath Israel's policy is more stringent than a similar provision in Bridge Academy's policy, Bridge Academy shall follow Adath Israel's more stringent provision for entering the building. If any provision of Bridge Academy's policy is more stringent than Adath Israel's policy, Bridge shall follow that provision.
3. Bridge and Adath shall negotiate timing for Sanctuary use that allows sufficient time for decontamination between uses. Adath's use of the chapel shall avoid Bridge school hours and provide sufficient timing for decontamination between uses.
4. The signage posted at the entrance/exit by the library shall specify requirements of Bridge Academy students, faculty, and staff.

5. The spacing, mask, and health screening as specified in Sections VI, VII, and VIII or by the Bridge Academy Policy, or by the strictest provisions of each, shall be monitored and enforced by Bridge Academy Faculty and Staff.
6. Discussions will be held with Bridge about the requirements of this plan, for example, additional sanitizing or cleaning.

**V. Requirements for Being in the Building for Services, Events, and Visiting the Office or Other Part of the Building**

1. For purposes of this policy, these requirements shall also apply to outdoor services and events.
2. The kitchen, gift shop, and library shall remain closed and locked while this policy is in place. Permission to use these spaces shall be managed by the office. Access to the water fountain shall be blocked, but left turned on to allow office to flush it periodically. Any chairs that remain in the rotunda or hallway shall be spaced according to the requirements specified in Section VI. The flyer stands and flyer tables shall be removed. On High Holidays, the office shall pre-pack an envelope of flyers to be left at attendees' seats. A copy of the Book of Life shall be mailed to each member.
3. The coatroom shall not be used. Any items that might otherwise be stored in the coat room shall be taken with the attendee and placed on or under their seat.
4. An attendee who reserved a hearing assist device shall claim the device labeled with their name on the table provided for that purpose. A basket shall be provided to deposit the used hearing assist device at the conclusion of the event. Before re-use, the devices shall be disinfected and the disposable ear coverings shall be replaced.
5. During services, the center rear doors and the door by the gift shop shall be propped open. Entry shall be via the center door. Exit shall be via the door by the gift shop.
6. The cabinets in the sanctuary containing books, toys, and stuffed animals shall be locked or emptied.
7. If attending a service or event, the attendee shall take only their assigned seat. No changing of seats shall be permitted.
8. At all times, attendees shall maintain personal spacing following the provisions of section VI and properly follow the requirements of mask requirements of section VII. Office personnel have the option of not wearing a mask when working alone, but must otherwise follow spacing and mask requirements. CDC guidelines state that "[f]ully vaccinated people can [v]isit with other fully vaccinated people indoors without wearing masks or physical distancing." Therefore, if staff submit a copy of their up-to-date COVID-19 vaccination card, they may remove their facemasks and need not maintain social distancing when gathering with other fully vaccinated staff. When guests visit the office, regardless of their vaccination status, masks must be worn and proper distance maintained.
9. For the purposes of this policy, people are considered fully vaccinated for Covid-19 more than 2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or more than 2 weeks after they have received a single-dose vaccine (Johnson and Johnson (J&J)/Janssen).

10. No hand-shaking, hugging, and kissing shall be permitted. Elbow and foot tapping shall also be discouraged, as this would violate the spacing requirements of Section VI.
11. When moving about the building, attendees shall follow the specified traffic patterns as determined for each event. Attendees shall use hand sanitizer whenever moving from one room to another.
12. Visitors to the office should use their own pens, if possible. The office shall provide a supply of sanitized pens. If a visitor uses a sanitized pen, they should then place it in a used pen basket for later sanitizing by office personnel.
13. Use of restroom facilities shall follow the requirements outlined in Section XI.

## **VI. Spacing Requirements**

1. The maximum number of occupants in any room (including outdoor spaces for services and events) shall follow the guidance of the State of New Jersey in effect at the time. As of May 19, 2021, this is 100 percent of the room capacity but no more than 250 individuals, so long as social distancing can be maintained. The outdoor gathering limit is 500 individuals. The committee and staff shall monitor State guidance and incorporate the then-current guidance by reference.
2. A seating unit shall be defined as an individual, a couple, or a family group. In assigning seating, 6 feet shall be allowed between seating units.
3. Every other row in the sanctuary shall be left vacant to allow 6 foot spacing between occupied rows. However, the office shall have discretion to seat some large seating units over multiple consecutive rows. For example, the office may find it more space-efficient to distribute a seating unit of 9 individuals over 3 consecutive rows, 3 to a row, if the 6 feet spacing to adjacent seating units can be maintained.
4. For High Holiday seating in the social hall area, rows shall be set 6 feet apart.
5. When an individual calls for a seating reservation, the office shall place the seating unit on a seating map to be established for this purpose, and inform the individual where they have been assigned to sit. The office shall determine a section/row/seat numbering system and number seats accordingly. The office shall also place a paper with the individual or family name in the location where they have been assigned to sit. Copies of the seating charts shall be provided to security and ushers, and shall be posted by the entrance to the sanctuary

## **VII. Mask Requirements**

1. Only the following types of masks shall be permitted:
  - a. Masks with filtration level of N-95, R-95, N-98, R-98, and KN-95 with no exhalation valve, unless the exhalation valve has a filter or is blocked.
  - b. 3-ply cotton masks, or 2-ply cotton plus filter
  - c. Surgical masks

2. The following are examples of masks that shall not be permitted:
  - a. Any mask possibly construed as disrespectful, even if it meets the requirements of VII.1. This includes, but is not limited to: Undergarments, masks related to a political campaign, inappropriate speech, kippot, and talitot.
  - b. Bandanas, t-shirts, other loose-woven garments and fabrics
  - c. Scarves, gaiters, and turtlenecks.
  - d. Dust masks without the stamps noted in VII.1.a.
  - e. Any mask that cannot completely and reliably cover the wearer's mouth and nose.
3. All masks must seal across the bridge of the nose and conform to the cheeks with no gaps. If a mask meets the requirements of Section VII.1 but gaps at the nose, cheeks, or chin it shall be deemed non-compliant until these gaps can be closed.
4. A visual fit-check inspection of attendees' masks shall be performed to ensure compliance with the above requirements. Inspection may be done by security or office personnel or may be done by volunteers at the President's discretion. Attendees whose masks do not pass inspection shall be provided with a suitable mask while supplies last.
5. If a prospective attendee is unwilling to wear a permitted mask and wear it correctly, they shall be politely and firmly asked to leave the premises and return to their vehicle immediately.
6. Non-mandatory mask training shall be provided online.

### **VIII. Health Screening Requirements**

1. Temperature as measured by touchless thermometer shall be less than 99 °F
2. Attendees responding "Yes" to any of the following questions shall be politely and firmly requested to return to their vehicles and leave the premises promptly.

Have you in the last 14 days:

- a. experienced an active infection with Covid-19 or any other infectious disease?
- b. had a fever, cough, tightness in your chest, or difficulty breathing?
- c. had other flu-like symptoms including gastrointestinal upset or unusual fatigue?
- d. traveled from outside the immediate region as defined by the state of NJ?
  - i. If the answer is "Yes", were you fully vaccinated before travel? If yes, you may enter Adath by submitting a copy of your Covid-19 vaccine card.
- e. lost your sense of taste and/or smell?
- f. been exposed to anyone who has Covid-19? (Note: medical professionals who follow infectious disease protocol when working with Covid-19 patients are exempted from this question)

## **IX. Reservation Policy and System**

The office shall develop a reservation system that meets the needs of the policy.

## **X. Requirements for the Conduct of In-Building Services**

1. Attendance at in-person services shall either be limited to 1 hr.
2. Each attendee shall be strongly encouraged to bring their own kipah, tallit, and prayer books. Books shall be removed from the seating area.
  - a. Individuals who don't have one or all of these items may borrow them from Adath for the duration of the pandemic.
  - b. A small supply of each shall be available, with the remainder reserved for use at future services. At the conclusion of services, the borrower may retain them if they wish to borrow them for the duration of the pandemic. If they do not wish to borrow them, they shall deposit these items in bins provided for collection. These items shall then be set aside for at least one week before reuse.
3. There shall be no singing by the congregation.
4. Bimah usage should be minimized. A floor-stand microphone shall be provided for congregants to perform readings and aliyot that can be done away from the bimah. Those entering the bimah should go up via the ramp and exit down the stairs by a route to be designated. Where necessary to accommodate individuals who must exit down the ramp, ushers shall do so.
5. Plastic shields shall be installed in front of bimahs.
6. The ritual committee shall work out details on the conduct of Torah service needed – Torah stand, Gabbayim, kissing Torah, Hakafah, Hagbah, Galiliah.
7. Reminder cards shall be provided at each seat summarizing requirements. This could be integrated with seat reservation card.
8. Food and beverages shall be served in the following way while this policy is in effect:
  - a. Food and beverages may be either served by staff wearing masks and gloves or individually packaged.
  - b. Attendees are not permitted to serve themselves buffet-style.
  - c. Attendees may remove their masks only while eating and drinking.
  - d. Seating shall be by reservation according to family grouping.
  - e. A DJ may provide music at outdoor events. During dancing, guests must be masked and maintain social distancing.
  - f. All vendors shall be provided a copy of this policy, agree to its terms, and sign an acknowledgement.

## **XI. Restroom Requirements**

1. Adath Israel believes that ventilation in rest rooms is sufficient, but ventilation may be increased.
2. Attendees shall be encouraged to spend as little time in the restroom as possible.
3. Occupancy: Maximum of 2 in Men's room and 3 in the Women's room
4. Sinks: In the Women's room, only the outermost sink shall be used. A towel dispenser shall be added by the left-most sink. In the Men's room, only the left-most sink shall be used. All other sinks shall be blocked.
5. Paper towels: Dispensers shall not be overfilled to permit easy removal of towels. No reach in dispensers shall be used. No paper towels shall be stacked on the counter.
6. Soap dispensers: One shall be provided at each usable sink.
7. Urinals in Men's room: Only the outermost urinals shall be used. All others shall be blocked
8. Stalls: All stalls shall be deemed usable.
9. Signage: reminding of proper handwashing techniques shall be provided in each restroom. Restroom procedures on door and various other places.
10. Bottles of hand sanitizer shall be provided on each counter.
11. A trash can shall be placed outside the restroom, to enable disposal of towels used to grab door handles.

## **XII. Communication Plan**

1. A summary of this policy, as well as the detailed policy, shall be provided to all congregants. Congregants without email shall receive a copy in the mail.
2. At least one web-based training session regarding this policy will be held.
3. A mechanism to receive and address congregant feedback shall be established. This may include virtual town halls and/or a survey.
4. For a private event at Adath, the renter shall provide a copy of this policy and guidelines to their guests.

# Adath Israel Re-opening – At a Glance



## 1. Make a reservation

Call the office



## 2. Come healthy

- Not sick – with Covid 19 or anything else
- No fever, no flu-like symptoms
- No cough, difficulty breathing, or chest tightness
- Able to taste and smell
- No travel outside the region unless vaccinated
- No known or suspected Covid 19 exposure (1)

## 3. Wear the Right Mask the Right Way

### Types allowed

- N95 and similar (2)
- Surgical mask with nose clip
- 3 ply, high density cotton
- 2 ply, high density cotton + filter

### The right fit

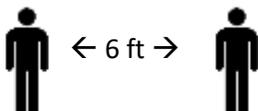
- Seal around the bridge of the nose
- Seal at the cheeks and chin
- Stay in place

We'll try to provide you a suitable mask if you don't have one



## 4. Maintain spacing

- Assigned seats – no swaps
- Follow directional arrows
- Follow staff instructions



## 5. Stay safe

- Keep your mask on!
- Sanitize hands when you change rooms
- Follow restroom protocol
- Singing by service leader only 😞