

COVID-19 Preparedness and Response Plan for Temple Solel of Bowie, Maryland 28 September 2021

This plan was developed to support implementation of public health activities required to minimize the spread of COVID-19 at Temple Solel, of Bowie, Maryland and was informed by CDC Guidance and other documentation as referenced in the Appendix.

Developed by: Members of the Executive Committee,
Board of Trustees, and Education Committee

Approved by: Temple Solel Board of Trustees, 28 September 2021

Table of Contents

<i>Temple Solel COVID-19 Policy and Procedures</i>	<i>3</i>
COVID-19 Plan Management	4
<i>Facility Public Health Measures.....</i>	<i>4</i>
Handwashing.....	4
Respiratory Etiquette: Cover your Cough or Sneeze	4
Social Distancing	4
Air Circulation.....	4
<i>Remote Work and Adjusted Onsite Hours.....</i>	<i>5</i>
Onsite Work	5
Housekeeping	5
Screening, Exposure, and Illness Policies.....	5
Employee Self-Screening for those Working On-Site.....	6
Confirmed Cases	6
Facility Use	6
<i>Religious School.....</i>	<i>7</i>
Temple Solel Religious School Stakeholders:	7
Prevention Practices to Reduce Transmission of COVID-19	8
In the Event of COVID-19 Exposure	8
Parent Guidelines for Children Exposed to, or Testing Positive for, COVID-19.....	9
<i>Appendix A - Guidance for Developing a COVID-19 Preparedness Plan.....</i>	<i>10</i>

Temple Solel COVID-19 Policy and Procedures

Temple Solel is committed to providing a safe and healthy facility for our staff, members, and visitors. This plan was developed in response to the COVID-19 pandemic to ensure we implement policies and procedures to preserve public health and prevent disruption of operation. It is expected that the entire synagogue will have a role in implementing this plan to mitigate transmission of COVID-19 within our facility and our community. Therefore, all persons in our facility will be expected to comply with all aspects of this plan. The Executive Committee and Board of Trustees have full support in enforcing the provisions of this policy.

This plan has been developed with synagogue staff and members of the Board of Trustees. Guidance and recommendations from the Centers for Disease Control and Prevention (CDC) the Maryland Department of Health, and the Union of Reform Judaism (URJ) have been incorporated into the plan as appropriate including:

- Hygiene, cleaning, and disinfecting;
- Prompt identification and isolation of sick persons;
- Controls for social distancing;
- Housekeeping, including cleaning, disinfection, and decontamination;
- Communications and training that will be provided to persons on-site; and
- Management and supervision necessary to ensure effective implementation of the plan.

This preparedness and response plan assumes the following:

1. Temple Solel will follow guidance from the Maryland Governor, the Maryland Department of Health, and from the Union for Reform Judaism
2. Temple Solel personnel and congregants will fall into different risk categories and decisions for return to the facility will be made in accordance with medical and public health guidance. Temple Solel's role is not to determine the risk level of all individuals; rather the Executive Committee and Board of Trustees should ensure that individuals can make their own informed choices and be supported
3. The COVID-19 situation will continue to evolve and Temple Solel will remain adaptable and nimble to the dynamic environment. The baseline level of risk for those working and using our facility will change as the environment around the synagogue, and the guidance from the above guiding bodies, changes
4. Social distancing, wearing of masks or other appropriate personal protective equipment, hand-washing, and other sanitary practices are key factors to reducing the transmission of the COVID-19 virus
5. Large, densely populated, indoor gatherings are unlikely to be safe over the next several months. This document will outline some of the approaches the Temple Board of Trustees will take to minimize risk whenever possible, while still allowing Temple Solel to be a welcoming place of Jewish Education, Ritual, and Community
6. Personal responsibility is key to safe operations and the avoidance of disease transmission. Educational materials will be developed for staff, members, and visitors to the Temple Solel facility

COVID-19 Plan Management

The COVID-19 plan management is directed by the Board of Trustees, which is responsible for COVID-19 assessment and implementation of this plan with Temple staff and congregants.

Facility assessments to identify COVID-19 risks and develop prevention strategies should be done periodically as part of sound occupational health and public health practice. This plan will be reviewed monthly to ensure effectiveness and alignment to current guidance.

Facility Public Health Measures

Infection prevention measures are being implemented at our facility in accordance with public health guidance and best practices.

Handwashing

Anyone in the Temple Solel facility is instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their time in the facility, prior to any mealtimes, and after using the toilet. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled, and are located in every room of the building.

Respiratory Etiquette: Cover your Cough or Sneeze

Everyone is asked to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face—particularly their mouth, nose, and eyes—with their hands. Tissues should be disposed of in the trash and individuals should wash or sanitize their hands immediately afterward.

Employees are expected to wear cloth face coverings (masks) in public settings at all times. Congregants may, and should, bring their own masks to the building. They, too, are expected to wear masks at all times inside the building.

Social Distancing

Everyone entering the facility is asked to practice social distancing based on current public health guidance and best practices. These measures may be adjusted according to emerging and changing guidance from the CDC or MD Department of Health. Family units, that is, people who live in a single household, are excused from this requirement.

Air Circulation

In accordance with general best practices, Heating/AC unit fans throughout the building will be on at all times, whether or not cooling or heating is required. The Temple will keep air circulation to the maximum extent possible at all times.

Remote Work and Adjusted Onsite Hours

Temple Solel has implemented the following procedures and practices for remote work and adjusted hours. All staff will meet with their supervisor to determine an individual plan for work location based on responsibilities and risk levels.

- Telework is approved and expected for all persons who can accomplish their primary duty functions from home.
- Staff are provided guidance and training to work remotely.
- Equipment is available for staff members to complete their assigned responsibilities and tasks.

Onsite Work

Staff, members, and visitors will avoid gathering in groups and in confined areas where six feet separation cannot be maintained. In the even that this is not possible (i.e., classrooms), Temple Solel will make arrangements to ensure adequate ventilation is provided. **Staff and visitors may opt to wear masks to the level of their comfort.**

Housekeeping

Regular housekeeping practices are being executed by Temple Solel staff in accordance with CDC guidance. Frequent cleaning and disinfecting will be conducted in shared spaces (e.g., break rooms) and high-touch areas (e.g., door handles, railings).

Screening, Exposure, and Illness Policies

Temple Solel will notify all staff of screening protocols, self-monitoring guidelines, and policies for staff exposed or exhibiting symptoms of COVID-19. All COVID-19 related updates will be relayed to staff via phone call, email, or in person communications.

Temple Solel has leave policies that encourage staff to stay at home when they are sick, when household members are sick, or when they are required by a healthcare provider to isolate or quarantine themselves or a member of their household.

Questions on leave policies should be directed to the Temple President, or in the President's absence, the Executive Vice President.

The Temple has no authority to collect information about congregants who have contracted COVID-19, been exposed to another who has, or has any other health issues; however, the Board of Trustees asks that anyone who finds out they have contracted or had a prolonged exposure to COVID-19, and have recently been at the Temple, let the President, Rabbi, or Temple Administrator know, so the Temple can communicate a possible risk to others potentially put at risk. Names will NOT be made available in those communications.

Employee Self-Screening for those Working On-Site

Staff members should self-monitor for signs and symptoms of COVID-19. Symptoms of the virus often include but are not limited to fever, cough, and shortness of breath. Information on COVID-19 signs and symptoms are available at the CDC website.

Staff must report symptoms to the President (or Executive VP in the President's absence) and the Temple Administrator. Employees exhibiting symptoms should not come into the synagogue.

- Take your temperature in the morning and when you return home from work. Log those results and report any fever to your supervisor.
- Report any exposure to COVID-19 positive individuals, respiratory symptoms, sore throat, or dry cough to your supervisor.
- If the employee indicates any of these conditions, the supervisor may require that the employee stay home, and the employee should seek guidance from their healthcare provider.

Confirmed Cases

If a COVID-19 case is confirmed in a staff member or in a member of their household, the staff member will be asked to remain at home and considered to be in quarantine for the time currently recommended by the CDC. A facility assessment will begin to determine what additional public health and cleaning measures should be implemented.

Temple Solel will work with the Health Department to inform staff members if they have been exposed to a person with COVID-19 in our facility, and the Health Department will provide instructions regarding staff self-quarantine measures.

Consistent and compliant with the Health Information Portability and Accountability Act (HIPAA), staff members' health status and health information will be protected.

If a COVID-19 case is confirmed in a congregant who has recently been in the Temple, and that congregant shares that information with the President, Administrator, or Rabbi, as listed above, the same measures will be taken.

Facility Use

Temple Solel serves as a gathering place for congregation and community members. Gathering purposes in the congregation include: ritual and prayer, youth and adult education, support to social justice missions, lifecycle events, community meetings, and social engagements. Use of the facility will be based on current state guidance and policies. Priority will be given to primary Temple mission (ritual and prayer, lifecycle events, and education).

Any group that would like to use the facility while this plan is operational must request use from the President (or Executive VP in the President's absence) or the Temple Administrator. Each request will be reviewed by an internal committee designated by the Executive Committee and Board of Trustees.

If approved, each group utilizing the facility will be required to:

- Adhere to Temple Solel constraints regarding participation, the use of masks and the serving of food or drink.
 - As of March 1, 2022 the maximum number of individuals permitted to gather indoors is 120 persons.
 - As of March 1, 2022 for gatherings of 40 or fewer people the use of masks will be at the individual's discretion.
 - As of March 1, 2022 for gatherings of 40 or fewer people food and/or drink may be served.
- Review training provided by Temple Solel
- Share Temple Solel facility rules with participants
- Conduct appropriate social distancing
- Wash hands regularly
- Cover your cough or sneeze

No member of the congregation or community may use the facility until they have received approval from the President or Temple Administrator.

Religious School

Temple Solel Religious School is committed to providing a safe and healthy facility for our religious school students, faculty, staff and other stakeholders. The protocols identified in this COVID-19 response plan were developed to address needs of the school community during the COVID-19 pandemic to ensure we implement policies and procedures to preserve public health. All religious school stakeholders have a role in and a responsibility to the implementation of these protocols. Therefore, all persons in our facility will be expected to comply with all aspects of this response plan. The Executive Committee and Board of Trustees have full support in enforcing the provisions of this response plan.

These protocols have been developed with input from members of the Education Committee and of the Board of Trustees. Guidance and recommendations from the CDC the Maryland Department of Health, and the URJ have been incorporated as well.

It is understood that guidance from local Departments of Health and other bodies changes over time. The religious school, therefore, reserves the right to shift to virtual at any point based on new guidance and the specific needs and situation of the school.

These protocols will be reviewed by the Temple Board and the Education Committee regularly.

Temple Solel Religious School Stakeholders:

- 1) Administrators –Temple President, Executive Vice President, Vice President over education, Rabbi, Principal, Building Administrator, Building Maintenance, Office Administrator, Religious School Secretary, Administrator for Shabbatons
- 2) Teachers and Interns – T4T through 12th grade, music, library
- 3) Students and parents
- 4) Student and parent representatives – Education Chair, room parents

- 5) Family Services representatives

Prevention Practices to Reduce Transmission of COVID-19

- 1) Universal and correct use of masks – by ALL teachers and students and ALL Admins in the building during Sunday morning (Extra masks will be made available)
- 2) Physical distancing, when possible, inside the classrooms and in the Sanctuary
- 3) Frequent Handwashing and hand sanitizer available in every classroom with the expectation that students and staff will sanitize every time they enter or exit a room
- 4) Cleaning and maintaining healthy facilities – regular maintenance of the building and deep cleaning when appropriate after COVID-19 exposure
- 5) All assemblies, carnivals and celebrations will be held outdoors
- 6) Snacks during Sunday school will be suspended until further notice; students are only permitted to bring a personal water bottle with them
- 7) The Temple building will be used exclusively for religious school on Sundays between 8:30 a.m. and 2:30 p.m.
- 8) There are separate procedures for parent pick-up and drop-off of students at the front of the building
- 9) Communication – appropriate and timely communication with stakeholders regarding practices, changes in practices and COVID-19 exposures
- 10) In accordance with general practices, Heating/AC unit fans in classrooms will be on at all times, whether or not cooling or heating is required

In the Event of COVID-19 Exposure

- 1) When an individual tests positive for COVID-19:
 - a. Parents will contact the religious school principal immediately after a student tests positive and before the next meeting of the religious school. Parents should NOT contact the teacher directly.
 - b. Teachers will contact the principal immediately after they test positive and before the next meeting of the religious school.
 - c. The religious school will contact the appropriate stakeholders immediately regarding COVID-19 exposures within the school.
- 2) The religious school will work with the Prince George's County Health Department regarding communication of COVID-19 exposure to parents.
 - a. A communication will be sent to parents of students who have been identified as a close contact with an individual who tested positive for COVID-19.
 - b. A communication will be sent to all parents to let them know that there has been a positive COVID-19 case in the school.
 - c. In following HIPPA no communication from the school will identify the individual(s) who tested positive for COVID-19.
- 3) The religious school will determine if the affected class(es) will meet online through Zoom the following Sunday. If they are to be held via Zoom parents will be notified with a Zoom link as soon as such determination has been made.

Parent Guidelines for Children Exposed to, or Testing Positive for, COVID-19

- 1) If your child has tested positive for COVID-19, contact the religious school principal immediately.*
- 2) If your child has tested positive for COVID-19 follow your county Health Department's current guidelines for quarantine and testing procedures. During this time, please do NOT send your child to religious school until safe to do so.
- 3) If your child has been identified as a close contact with someone who has tested positive for COVID-19, contact the religious school principal immediately.*
- 4) If your child has been identified as a close contact with someone who has tested positive for COVID-19, follow your county Health Department's guidelines for quarantine and testing procedures. Please know that their procedures can change at any time, but for the most part they differ depending on if the child has been vaccinated or not. In general, unvaccinated individuals should quarantine and be tested for COVID-19; vaccinated individuals can continue regular activities but should monitor for any possible COVID-19 symptoms. Should any such symptoms arise, the individual should immediately begin quarantine. Again, follow the current guidelines from your county's Health Department.

*In the interim please contact Bruce Hislop, Temple Vice-president over Education at:
bhislop@templesolelmd.org
410-991-6045 (cell)
410-721-9411 (house)

According to Prince George's County Public Schools, schools will provide written notification to staff or families following exposure to a confirmed or probable COVID-19 case. If there is a confirmed COVID-19 case at a school or in a classroom, the infected individual will be required to quarantine at home for at least 10 days and be symptom-free before returning to a PGPCS building. Employees or students who were in close contact with the COVID-19 positive individual must quarantine for at least 10 days if not fully vaccinated; fully vaccinated individuals do not need to quarantine following exposure to a person with confirmed or probable COVID-19 but should monitor for symptoms for 14 days.

For more information, please see <https://www.pgcps.org/about-pgcps/back-to-school/covid-19-health-and-safety-protocols>.

Appendix A - Guidance for Developing a COVID-19 Preparedness Plan

General

CDC Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

Businesses

CDC Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

Federal OSHA – www.osha.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html www.cdc.gov/handwashing

Respiratory etiquette: Cover your cough or sneeze www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees exhibiting signs and symptoms of COVID-19 www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

Training

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf

