



TEMPLE BETH SHALOM  
JOYFUL · PERSONAL · ACCESSIBLE

# COVID-19 Workplace Health & Safety Protocol

*Pikuach Nefesh* – saving a life – is Judaism’s most important value. This is the most important Jewish value. Our sacred texts teach that we can forgo almost any commandment or prohibition to preserve life. In the context of the COVID-19 pandemic, Temple Beth Shalom’s first priority is the health and safety of all. The health and safety protocols below are created with the goal of ensuring the health and safety of our congregants, clergy, staff, and visitors.

No protocol is guaranteed completely effective at stopping the spread of COVID-19. However, the protocols below, taken together, are designed to reduce the potential transmission of the disease and create and maintain an overall safe working environment. TBS’s goal in implementing these protocols is to: (1) reduce transmission among employees; (2) maintain healthy business operations; and (3) maintain a healthy work environment. TBS is committed to providing a safe and healthy workplace for everyone. “All Jews are responsible for each other,” and so a safe and healthy workplace starts with you.

These protocols are effective immediately and will remain in effect until further notice.

## Protect the Workplace from Community Spread

### COVID-19 Symptoms

According to the CDC, the following symptoms are associated with COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

### COVID-19 Symptoms

- **If you are experiencing symptoms**, stay at home and consult your healthcare provider.
- **If you have a confirmed diagnosis**, stay at home and follow your healthcare provider’s guidance.
- **If you begin to experience any of these symptoms while at work**, contact Bobby Covitz immediately. Individuals experiencing symptoms at work will be isolated and sent home.
- **If you are exposed to someone with a confirmed diagnosis**, self-quarantine at home for 14 days from the last date of exposure to confirmed or suspected COVID-19. You should monitor for COVID-19 symptoms (outlined above) during that 14-day period.

### Return-to-Work Procedure

If you experience symptoms, including symptoms developing during self-quarantine, or have been diagnosed with COVID-19, you will stay home until the three following requirements have been satisfied:

- You have been fever-free without the use of fever-reducing medications for 72 hours
- You have shown improvement in respiratory symptoms (e.g., cough, shortness of breath)
- At least ten days have passed since symptoms first appeared

At all times, follow the guidance of your healthcare provider regarding treatment and return to work.

## Reporting

If you are experiencing COVID-19 symptoms before your workday begins, if you have been diagnosed with COVID-19, or if you have been exposed to someone with a confirmed COVID-19 diagnosis, do not come to work and contact Bobby Covitz as soon as you are able to report your absence (or, if Bobby Covitz, report this to Michael Griffaton or Mindy Agin).

At this time, TBS will require return-to-work documentation from your healthcare provider. You are required to routinely update TBS about your wellbeing during any COVID-19-related absence by notifying Bobby Covitz. Depending on the availability and practicality of COVID-19 testing, TBS may require a negative test result for individuals exposed to or diagnosed with COVID-19 before returning to the workplace.

If you are diagnosed with, or exposed to an individual diagnosed with, COVID-19, you must provide Bobby Covitz with the names of any co-workers, clients, visitors, or contractors with whom you have been in close proximity (six feet) in the previous 14 days, so that those individuals may be notified and asked to take precautionary measures, which may include self-quarantine. Strict confidentiality regarding your medical information will be maintained as required by law.

## Attendance Policy

Individuals who miss work because they have, have been exposed to, or are experiencing symptoms of COVID-19 will not experience any change in their employment status or compensation, so long as you continue to keep TBS updated during your absence. You may be eligible for job-protected leave under the Families First Coronavirus Response Act.

Leave or alternative work arrangements may be available for individuals who are at high risk for severe illness from COVID-19 or who need leave or alternative work arrangements to care for children whose place of child care or school is closed for COVID-19-related reasons. Contact Bobby Covitz to discuss what type of leave may be available for these reasons.

Note that these are temporary measures intended to address the COVID-19 emergency, and individuals experiencing attendance issues unrelated to COVID-19 illness will still be subject to the normal attendance and leave policies.

Contact Bobby Covitz to discuss your options during any COVID-19-related leave or absence.

## Protect Yourself and Others at Work

The following are required best practices for protecting yourself and others in our workplace during this time:

- Do not come to the workplace if you have a fever or are showing symptoms of COVID-19.
- Avoid contact with people who are sick or showing symptoms of COVID-19, both in and outside of the workplace.
- Wash your hands frequently with soap and water for 20 seconds or longer, especially upon entering the facility, after using the restroom, after meal or rest periods, after you've been in a public place or common area, and after blowing your nose, coughing, or sneezing. (As a guide, it takes about 20 seconds to sing the ABCs to yourself.) Then dry your hands well with a clean towel or air dry them.
- Use hand sanitizer if you cannot wash your hands. The hand sanitizer should contain 60% alcohol to be most effective. Be sure to cover the entire surface of your hand and continue to rub your hands together until they are dry. Hand sanitizer will be made available throughout the facility to encourage hand hygiene.
- Avoid touching your face (eyes, nose, and mouth) with unwashed hands or after touching surfaces.
- Avoid contact with other individuals, including handshaking, hugging, or other physical contact.
- Avoid touching high-touch surfaces in public places like elevator buttons, door handles, files and paper products, office supplies, shared electronic devices, office equipment (e.g.,

copiers and shared printers), etc.

- Avoid sharing of workspaces, electronic devices, phones, office supplies, or any other objects frequently touched by others.
- When you sneeze or cough, cover your mouth and nose with a tissue or cough or sneeze into your elbow. Be sure to immediately dispose of any tissues or paper products into which you cough or sneeze. Wash your hands, or use hand sanitizer where soap and water aren't available, after coughing or sneezing.
- Get adequate sleep and eat well-balanced meals.
- Practice good hygiene habits.

### **Practice Social Distancing**

Social distancing helps you avoid close contact with others by maintaining a minimum distance of six feet from others when possible. Remember, individuals without symptoms may still be infected and able to spread the virus. At all times, maintain six feet of space from any individual at the workplace where possible.

TBS has taken the following steps to encourage social distancing in the workplace:

- **Remote Work:** To maximum extent possible, TBS will permit and encourage individuals whose job duties can reasonably and substantially be done at home to work remotely as much as possible. Your supervisor will notify you if you are being required to work remotely.
- **Work Meetings:** Work meetings should be held remotely (via teleconference or web conference) to the maximum extent possible. No in-person meetings can be conducted without approval from Bobby Covitz. Social distancing must be maintained during any in-person meetings.
- **Shift Staggering:** To minimize in-person contact during the workday, TBS may begin to stagger shifts, schedules, and/or arrival and departure times. Bobby Covitz will communicate any shift/schedule changes with you.
- **Visitors:** All visitors to the site must be preapproved and provided with a list of these COVID-19 Workplace Health and Safety Protocols before entering the workplace. Site visitors will be subject to TBS's temperature screening protocols.
- **Building Entry and Exit:** Social distancing must be followed when entering or exiting the building.
- **Parking Areas:** The parking area/lot will be open during this time, but employees must maintain social distancing and follow face covering requirements when entering and exiting their vehicles.
- **Common Areas:** Common areas will be closed or their occupancy limited in accordance with signage posted in those areas. Social distancing must be maintained in all common areas.

### **Suspension of Non-Essential Travel and Travel Quarantine**

Until further notice, you may not travel for business without prior approval from Bobby Covitz.

If you travel outside the state or country for personal reasons, you must report that travel to Bobby Covitz.

If you travel outside the state or country, whether for business or personal reasons, you may be required to quarantine for 14 days at home and watch for symptoms during that time. If you are required to quarantine because of travel, you may return after 14 days if you do not develop symptoms.

### **Wear a Face Covering**

- Face coverings are required in the workplace unless you are in your office with the door closed.
- Face coverings are not surgical-grade masks or respirators, but are simply layers of material covering an individual's mouth and nose, like a bandana, scarf, or just layers of cloth. TBS will provide face coverings to you.

- Disposable face coverings will be provided to you at the beginning of each workday at designated areas around the worksite. At the end of your day, you should dispose of the face covering in designated disposal areas.
- You may bring your own face covering to work, if you choose.

Per the CDC, face coverings should:

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

If you have questions about proper mask usage, please ask. Remember, you can still spread the virus even if you don't feel sick. For that reason, the CDC recommends individuals wear cloth face coverings as a possible way to protect one another from infection.

Individuals should wear a face covering outside of work when in public, e.g., at the grocery store, traveling to and from work, or anytime social distancing cannot be maintained.

### **Keeping the Workplace Clean and Safe**

To further guard against the spread of COVID-19, which according to the CDC may remain viable for hours to days on surfaces made from a variety of materials, TBS has instituted increased CDC-recommended cleaning and disinfecting practices to help reduce the risk. This includes, without limitation, frequent disinfection of surfaces and objects touched by multiple people, restrooms, common areas, and areas open to the public.

TBS will undertake additional cleaning and disinfection practices in the event of a confirmed COVID-19 diagnosis or exposure in the workplace.

### **Interaction with Other Temple Policies**

To the extent these COVID-19 Workplace Health and Safety Protocols conflict with, or address the same subject as, any other TBS policy, practice, or procedure, these protocols supersede those policies, practices, or procedures while these protocols are in effect.

### **Accommodations**

TBS remains committed to compliance with all federal and state laws concerning equal employment opportunity. As part of that commitment, TBS will observe any existing accommodations to the extent possible under these protocols and provide additional accommodations to qualified individuals with a disability or religious accommodations to individuals with sincerely-held religious beliefs where an accommodation does not constitute an undue hardship. To request an accommodation or ask about the effect of these protocols on an existing accommodation, please contact Bobby Covitz.

### **Force and Effect**

In accordance with Jewish traditions and its legal obligations, TBS takes its obligation to provide a safe and healthy workplace seriously, and every individual has a responsibility to protect one another during this unprecedented time. For that reason, it is imperative that we do our part to protect the health and safety of our TBS family. It is not an exaggeration to say that lives may depend on our diligence.

### **Contact Information**

If you have any concerns about these protocols or procedures, please be in touch with Bobby Covitz for a confidential conversation.