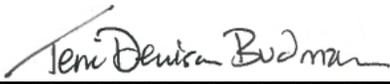


<b>OHEF SHOLOM TEMPLE</b>		<b>Policy and Procedure</b>
<b>Name of Policy:</b>	COVID-19 Policy	
<b>Policy Number:</b>		
<b>Department:</b>	Board	
<b>Purpose:</b>	To protect the health, the wellness and reduce possible transmission of disease to the congregation, clergy and staff during a COVID-19 pandemic	
<b>Effective Date:</b>	January 18, 2021	
<b>Last Revision Date:</b>	January 13, 2021	

	 <hr/> President
	 <hr/> Secretary

<b>Definitions:</b>	<p><b>COVID-19</b> – an acute respiratory illness in humans caused by a novel coronavirus, capable of producing severe symptoms and in some cases death, especially in older people and those with underlying health conditions.</p> <p><b>Public Authority</b> - a federal, Virginia or local public executive official, administrative agency or governing body with the power to issue public health guidelines or orders, and if empowered to issue such orders, whose orders are enforceable against religious congregations located in the City of Norfolk, Virginia, or would be enforceable but for a judicially declared exemption.</p> <p><b>Daily Monitoring</b> – Temperatures should be recorded in the <i>VDH Daily Monitoring Log</i> (Appendix A) twice daily as well as any symptoms, should they occur.</p>
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<b>Policy:</b>	<p>These Policies and Procedures shall apply upon adoption, and shall continue in effect so long as a Public Authority has declared that a COVID-19 epidemic or pandemic exists or a declared state of emergency or a public health emergency exists and is continuing due to a COVID-19 epidemic or pandemic, or even thereafter, if the Congregation’s Board of Directors or Executive Committee has determined that it is prudent for these Policies and Procedures to continue in effect. The Congregation shall comply with all applicable orders of any Public Authority governing the conduct and operations of religious institutions or other comparable businesses and nonprofits, without regard to any judicially declared exemption therefrom for religious institutions. Reference is made to the “religious services” section of the latest COVID-19 restrictions issued by the Governor of Virginia on December 10, 2020, which section is reproduced at the end of this Policy, and which may be updated by the Executive Director, in consultation with the Temple President and Temple counsel, from time to time as such restrictions are modified by the Governor, without need for additional Board of Directors action. In addition, the Board delegates to the Executive Committee the authority to modify this Policy and Procedure if made necessary or desirable by changing facts or circumstances</p>
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arising between Board meetings.

### **Entering the Temple Building**

Temple policy mandates that when entering the building or attending any OST-sponsored event whether in or outside of the building, one must:

1. Wear a mask over the mouth and nose (except while alone in one's own office)
2. Adhere to social distancing of 6 feet and not touch others at all times (except with members of one's own household)
3. Answer all COVID-19 screening questions negatively (parents may answer for their young children)
4. Have temperature checked and confirmed to be below 100° upon entry
5. Wash hands with soap and water or use hand sanitizer upon entry
6. Wear plastic gloves at all times while preparing, handling or serving food

These rules apply to all activities including Soup Kitchen, NEST and any facility rentals.

### **Quarantine Requirements**

Anyone exposed to COVID-19 or who has travelled outside of Hampton Roads must adhere to the following guidelines before entering the Temple building or participating in any Congregational in-person activity:

1. Upon return to (or arrival in) Hampton Roads, having traveled on any mode of mass transportation, or having been in any place or situation where there is a potential risk of exposure to COVID-19, one must quarantine until ten (10) days have passed and no COVID-19 symptoms have been reported during Daily Monitoring.
2. Quarantine may end after Day 7 upon receiving a negative COVID-19 test (taken on Day 5 or 6 of quarantine) and if no COVID-19 symptoms were reported during Daily Monitoring. An antibody test does not result in an exclusion from the Policy.
3. If a Public Authority adopts stricter quarantine requirements than those herein, then such stricter quarantine requirements shall apply and supersede this Policy and Procedure.
4. A person may be exempted from the requirement to quarantine if they confirm that in the course of such travel, they traveled in a private vehicle and each person in it went directly to and from the destination without leaving the vehicle, and was isolated at the destination.
5. For out of town family or guests to attend a lifecycle event (b'nai mitzvah, wedding, baby naming, funeral), each such person age 5 or older shall have quarantined for at least four (4) days prior to travel to Hampton Roads, and obtained (and brought with them evidence of) a negative result for a rapid COVID-19 test administered within forty-eight (48) hours of the start of the lifecycle event. Clergy may, in their sole discretion, grant limited exemptions to the quarantine requirement in the case of a graveside funeral, if (a) sufficient advance notice to quarantine for the required time was not available, (b) the attendee has received a copy of this Policy and Procedure, and (c) the attendee has expressly agreed to strictly abide by its mask and social distancing requirements throughout the funeral. As a courtesy to our Clergy, any out of town family or guests attending a graveside

funeral are strongly encouraged to obtain, before traveling, the negative COVID-19 test result required by the preceding sentence.

### **Guidelines for Returning to Temple after a Positive COVID-19 Test**

Anyone testing positive for COVID-19 may not enter the building or attend any outdoor lifecycle event without providing evidence of a subsequent negative COVID-19 test.

### **Guidelines for all Lifecycle events**

In addition to the foregoing rules, the following rules must be adhered to for all lifecycle events:

1. Total number of persons in attendance (i.e., including clergy) may not exceed the current Virginia limit for indoor gatherings in the Hampton Roads region, without regard to whether such limit exempts religious services.
2. No food or beverages may be served in the Temple.
3. Masks must be worn at all times including for any photos with the clergy.
4. ALL attendees at the lifecycle must abide by the strictest of the travel guidelines then issued by a Public Authority or under this Policy and Procedure.
5. A family member will be asked to ensure strict compliance with these rules prior to and during the lifecycle event.

### **Special Guidelines for NEST and Soup Kitchen**

Recognizing that Executive Order Number 72 (2020), Section II.D.3.b. provides an exemption from the ten (10) person limit on in-person gatherings for “Access to essential services for low-income residents,” and the provision of housing and meals to the homeless qualifies as “essential services for low-income residents” of the Commonwealth, the NEST committee, after consulting with NEST and City of Norfolk officials, has advised that the Temple may expect approximately 40 guests for NEST this year. The NEST committee has also advised that with the COVID-19-specific modifications to customary arrangements, that 40 NEST guests can be safely accommodated in Kaufman Hall, and the Executive Director has concurred in that conclusion. Accordingly, this Policy establishes an occupancy limit of forty (40) guests, in addition required volunteers, staff and police to supervise the guests, for each evening of NEST. Furthermore, the Chair of the NEST, upon a showing of necessity posed by extreme circumstances, may request the occupancy limit of forty (40) guests be increased to fifty (50) guests, and this Policy grants the Executive Director and the President the joint authority to approve such increase for the duration of the NEST stay.

The Special Guidelines set forth above for NEST shall also apply to the monthly Soup Kitchen, except that for the Soup Kitchen to accommodate more than the forty (40) person guest limit, the Executive Director is empowered to grant that permission on her own.

**“Religious Services” COVID-19 Restrictions issued December 10, 2020, in Executive Order Number 72 (2020), by Governor Ralph Northam, contained in Section II.B.1.b.**

Any provisions found in this Policy section (as it may be updated from time to time to

	<p>reflect changes in restrictions imposed by the Governor’s Executive Orders) which are more restrictive than those found elsewhere in this COVID-19 Policy and Procedure shall automatically govern all conduct regulated by this Policy and Procedure. The current restrictions, per Executive Order Number 72, Section II.B.1., are as follows:</p> <p>...</p> <p>b. Individuals attending religious services:</p> <p>i. Practice proper physical distancing at all times.</p> <p>ii. Mark seating and common areas where attendees may congregate in six-foot increments to maintain physical distancing.</p> <p>iii. Ensure that any items used to distribute food or beverages either should be disposable or washed or cleaned between uses between individuals who are not Family members.</p> <p>iv. Conduct routine cleaning and disinfection of frequently-contacted surfaces prior to and following any religious service.</p> <p>v. Post signage at the entrance that states that no one with a fever or symptoms of COVID-19 is permitted to participate in the religious service.</p> <p>vi. Post signage to provide public health reminders regarding physical distancing, gatherings, options for high risk individuals, and staying home if sick.</p> <p>vii. Individuals attending religious services must wear face coverings in accordance with Section III [of Executive Order Number 72].</p> <p>viii. If religious services cannot be conducted in compliance with the above requirements, they must not be held in-person.</p>
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<b>Procedure:</b>	<p><b>Signs posted on the parking lot exterior doors shall state:</b></p> <p>To enter the building, it is mandatory to:</p> <ol style="list-style-type: none"> <li>1. Wear a mask over the mouth and nose (except while alone in one’s own office).</li> <li>2. Adhere to social distancing of 6 feet and not touch others at all times (except members of one’s own household).</li> <li>3. Answer all COVID-19 screening questions negatively (parents may answer for their young children).</li> <li>4. Have temperature checked and confirmed to be below 100° upon entry.</li> <li>5. Wash hands with soap and water or use hand sanitizer upon entry.</li> </ol> <p><b>Other COVID-19 signage:</b></p> <p>Above all sinks in the building (except mop sinks), post one of the two signs found</p>
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at the following URL:

[https://www.vdh.virginia.gov/content/uploads/sites/182/2020/06/BATHROOM\\_Birthday\\_Short.pdf](https://www.vdh.virginia.gov/content/uploads/sites/182/2020/06/BATHROOM_Birthday_Short.pdf) or

[https://www.vdh.virginia.gov/content/uploads/sites/182/2020/06/BATHROOM\\_Mens\\_healthy.pdf](https://www.vdh.virginia.gov/content/uploads/sites/182/2020/06/BATHROOM_Mens_healthy.pdf)

**Before anyone (including clergy and staff) is let in the building, they are asked the following COVID-health questions:**

- Have you tested positive for COVID-19 in the past 10 days?
- Have you had close contact with someone who has tested positive in the last 14 days?
- Have you traveled on any mode of mass transportation in the last 14 days?
- Do you have any of the following?
  - A fever of 100° or higher
  - Cough
  - Shortness of breath
  - Chills
  - Muscle aches
  - Sore throat
  - Loss of smell or taste

If their answers confirm that there has been no recent exposure and no COVID-19 symptoms, they are met at the door by a staff member, who takes their temperature, reminds them to wear a mask, respect social distancing and immediately either wash their hands with soap and water or use hand sanitizer. The staff is then to record in a daily building entrance log the name and phone number of each person entering (phone numbers of congregants, clergy and staff need not be recorded, as their phone numbers are on file), in case contact tracing becomes necessary. A day's sheet of the building entrance log of persons entering the building and their phone number shall be retained in the Temple office for thirty (30) days.

In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk of community transmission, we will dismiss attendees, advising them to consult a doctor, quarantine and get tested for COVID-19 once four (4) days have elapsed. Once all attendees have left, we will properly clean and disinfect all areas of the building where the individual was present before resuming activities. Such areas shall be closed to access until they can be properly cleaned and disinfected.

The Temple will follow CDC Guidelines for cleaning and disinfecting, which includes procedures for cleaning after someone with COVID has been in the building - [Interim Recommendations for U.S. Community Facilities with Suspected/Confirmed Coronavirus Disease 2019 \(COVID-19\) found at https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html).

The Temple will notify local health officials if a person diagnosed with COVID-19 has been in the facility and communicate with staff, congregants and any attendees

	about potential exposure while maintaining confidentiality.
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<b>Related Policies:</b>	
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# Appendix A



## VDH Daily Monitoring Log for COVID-19

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

The attached charts have been provided to assist with monitoring for Coronavirus Disease 2019 (COVID-19) for the 14 days since the last possible exposure to the virus that causes COVID-19. Please use these to record your temperature twice daily and any symptoms, should they occur. Measure your temperature twice a day (once in the morning and once in the evening) and record the temperatures on the log that you have been given. It is good to take your temperature at around the same times each morning and evening. Do not eat or drink anything for 30 minutes before taking your temperature, and do not take any fever-lowering medications (e.g., aspirin, Tylenol, ibuprofen, Aleve, etc.).

Not everyone with COVID-19 develops symptoms. If symptoms develop, they typically appear 2-14 days after exposure to the virus. People with COVID-19 who develop symptoms have reported a wide range of symptoms, ranging from very mild to severe. Symptoms may include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. Not everyone with COVID-19 will have all symptoms and fever might not be present. For a full list of symptoms, please see [www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html](http://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html).

**If you develop symptoms of COVID-19 (even if your symptoms are very mild), stay home, rest, and separate yourself from other people or animals in your home as much as possible.** Most people sick with COVID-19 develop mild symptoms that get better without medical help. If you have symptoms and want to get tested for COVID-19, please call your healthcare provider. Your provider may collect samples to test you or help you to find sampling sites in your area. For more information, visit the VDH site [What to Do If You Have Confirmed or Suspected COVID-19](#).

If you are at a [higher risk of getting very sick with COVID-19](#) (e.g., older adults or people of any age with other health issues like chronic lung disease, heart disease, diabetes, cancer, or a weakened immune system) or if your illness is getting worse (e.g., difficulty breathing or persistent fever after using fever-reducing medication), call your healthcare provider.

- If possible, and if it is not a medical emergency, you should have a family member or a friend drive you in a private car. Do not take public transportation (such as a train, subway/metro, bus, taxi). Carry any paperwork (for example: fever chart and local health department contact information) with you so you can show them when you arrive at the emergency department.
- **If you become very ill and it is a medical emergency, call 9-1-1.** Tell the operator about your symptoms and if you have been exposed to someone sick with COVID-19 and let the ambulance crew know when they arrive.

You may wish to record contact information for your healthcare provider, the [health department](#), and a local emergency department for easy reference if you become ill or if you have questions.

- Local Health Department:
  - Name: \_\_\_\_\_
  - Phone Number: \_\_\_\_\_
- Healthcare Provider:
  - Name: \_\_\_\_\_
  - Phone Number: \_\_\_\_\_
- Local Emergency Department:
  - Name: \_\_\_\_\_
  - Phone Number: \_\_\_\_\_



**Daily Monitoring Log for COVID-19**

Please complete the table below, recording temperature and symptoms each day. For each symptom listed, indicate “Y” for “Yes” and “N” for “No”. Day 1, Day 2, etc. corresponds with the number of days since your last known exposure to the virus.

Name (Last, First): \_\_\_\_\_

Date of last potential exposure to the virus (day 0): \_\_\_\_\_ Date to complete monitoring (14 days following last potential exposure): \_\_\_\_\_

DATE	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Medications taken today?*	Y N	Y N	Y N	Y N	Y N	Y N	Y N
If yes, list:	_____	_____	_____	_____	_____	_____	_____
Temperature (morning)	_____°F						
Temperature (evening)	_____°F						
Felt feverish?	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Chills?	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Rigors (shivering)?	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Muscle aches?	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Fatigue (tiredness)?	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Runny nose?	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Congested or stuffy nose?	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Sore Throat?	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Cough (new cough or worsening of a chronic cough)?	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Wheezing?	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Shortness of breath?	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Difficulty breathing?	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Nausea or vomiting?	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Headache?	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Abdominal (gut) pain or tenderness?	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Chest pain?	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Diarrhea (3 or more loose or looser stools in a 24-hour period)?	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Loss of Appetite?	Y N	Y N	Y N	Y N	Y N	Y N	Y N
New smell disorder?	Y N	Y N	Y N	Y N	Y N	Y N	Y N
New taste disorder?	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Other Symptoms/Comments?	Y N	Y N	Y N	Y N	Y N	Y N	Y N

\*List all medications taken today. Be sure to include fever-reducing medications (such as aspirin, ibuprofen, Tylenol, or acetaminophen) and steroids.  
Notes/Comments:

**Daily Monitoring Log for COVID-19**

Please complete the table below, recording temperature and symptoms each day. For each symptom listed, indicate "Y" for "Yes" and "N" for "No". Day 1, Day 2, etc. corresponds with the number of days since your last known exposure to the virus.

Name (Last, First): \_\_\_\_\_ Date to complete monitoring (14 days following last potential exposure): \_\_\_\_\_

DATE	Day 8		Day 9		Day 10		Day 11		Day 12		Day 13		Day 14	
	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Medications taken today?*														
If yes, list:														
Temperature (morning)		°F		°F		°F		°F		°F		°F		°F
Temperature (evening)		°F		°F		°F		°F		°F		°F		°F
Felt feverish?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Chills?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Rigors (shivering)?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Muscle aches?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Fatigue (tiredness)?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Runny nose?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Congested or stuffy nose?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Sore Throat?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Cough (new cough or worsening of a chronic cough)?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Wheezing?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Shortness of breath?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Difficulty breathing?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Nausea or vomiting?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Headache?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Abdominal (gut) pain or tenderness?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Chest pain?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Diarrhea (3 or more loose or looser stools in a 24-hour period)?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Loss of Appetite?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
New smell disorder?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
New taste disorder?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Other Symptoms/Comments?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

\*List all medications taken today. Be sure to include fever-reducing medications (such as aspirin, ibuprofen, Tylenol, or acetaminophen) and steroids.  
Notes/Comments: