

# BUILDING A RE-ENTRY PLAN FOR YOUR ORGANIZATION

A safe reopening requires thought and care. Having appropriate plans and procedures in place are essential to protect employees, members, and visitors to your facility. Social distancing and hygienic measures must be incorporated into your reopening process. As you begin the process of planning to physically bring your staff, members, and community back together, here are some important factors to consider and incorporate into your plan.

## **COMMUNICATION AND PLANNING - DEVELOP POLICIES AND PLANS, AND SHARE WITH STAFF, MEMBERS, AND CONGREGANTS**

- Consider how your congregants and employees will feel. Are they prepared to return to the synagogue or to the work environment? You may want to create a brief survey to get a sense of their expectations, concerns, and needs.
- Consider offering the option of returning to the building in phases or in rotations. This may help with social distancing and provide a greater sense of control over their health.
- Establish a policy regarding wearing Personal Protective Equipment (PPE - masks, gloves, etc.).
- Establish a policy about the maximum number of people allowed to physically congregate. Any gathering over that number should meet virtually. Determine the maximum number of people allowed to congregate in specific rooms.
- Decide the time frame for policies. Do all policies need to remain in place until there is a COVID-19 vaccine and the virus is no longer a public health threat?
- Keep employees and constituents informed.

## **PHYSICAL SPACE ACCOMMODATIONS - THE GOAL IS TO PREVENT THE TRANSMISSION OF POTENTIALLY HARMFUL VIRUSES THROUGH TALKING, COUGHING, OR SNEEZING.**

- Think about all space in the building, including meeting/conference rooms, lobbies, classrooms, offices, and sanctuaries.
- De-densify seating and workstations, so people are spaced further apart. Remove excess chairs in conference rooms to conform to the social distancing guidelines of allowing six feet between people.
- Try to use every other desk to create a buffer between people where existing desk spacing is less than six feet apart.
- Ensure each staff person has their own computer and technology accessories so these are not shared. This includes staplers, tape dispensers and other office supplies.
- Mark 6-foot increments with painter's tape inside large meeting spaces and sanctuaries.
- Avoid situations where one person is standing while another is seated within the same 6-foot bubble.
- Consider limiting the number of entrances and exits into the building in order to reduce the number of touch-points that require sanitizing, and to control the number of people in the building at one time.
- Consider creating a movement flow plan in your building by placing markers on the ground indicating the direction for people to walk.
- Encourage people to collaborate virtually when possible.
- Consider making modifications and accommodations for ritual touch-points such as mezuzahs, Torahs, yads, etc, to reduce potential exposure.

## **CLEANING PROTOCOLS - OUR COMMUNITY HEALTH DEPENDS ON A SAFE ENVIRONMENT.**

- Sanitizers should be placed throughout the building in touch-free dispensers. It should become common practice to use them on a regular basis.
- Reinforce good hygiene practices with well-stocked restrooms that have touchless soap and anti-viral cleaning supplies. No-touch garbage and recycling receptacles are preferable.
- Establish set cleaning procedures that may include bringing in professionals to regularly sanitize the building. Door pulls, badge readers, and shared common areas should be disinfected throughout the day.
- Consider installing air purification and sanitization systems. Many of these systems display real-time air quality measurements on digital screens to keep employees informed. They will also serve as a continuous disinfectant, improving air quality by reducing airborne and surface contaminants like viruses, bacteria, germs, and other allergens.

## **SECURITY PROTOCOLS - IT IS IMPORTANT TO REMAIN VIGILANT AND PROACTIVE.**

- Advise law enforcement of official re-entry back in to the building.
- Schedule security personnel.
- Test and schedule maintenance of alarm and camera systems.
- Audit access control. Disable temporary codes or key cards for doors, offices and alarms. Deactivate access of any former employees and activate access for any new employees.

## **OTHER CONSIDERATIONS BEFORE OPENING**

- Inspect and test office equipment to ensure it is in good working order including computers, printers, Wi-Fi, phones, and copies. Perform maintenance as necessary. Consider assigning one or two individuals to make copies and/or send faxes at the actual machines. Most other copies or faxes can be sent to printers or fax machines electronically.
- Restock office supplies, paper and ink for printers, bathroom supplies.
- Check air filters and turn over for the season (i.e. heat to air conditioning).
- Team building to ease staff back into a group working environment.
- Provide support for staff or members having trouble adjusting to the new normal.

---

*The information contained in this document was compiled from guidelines issued by:*  
**Center for Disease Control (CDC)**  
**Occupational Safety and Health Administration (OSHA)**  
**New Jersey Department of Health**  
**Department of Homeland Security (DHS)**

