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JEWISH FEDERATION



Here
For Good

Jewish Community COVID-19 Resources

REOPENING GUIDANCE



Jewish Community COVID-19 Resources



MILWAUKEE
JEWISH FEDERATION

May 21, 2020

We hope you are finding the *Milwaukee Jewish Community Recommended Reopening Guidelines* we shared last week to be useful. As a next step, the Milwaukee Jewish Federation is providing the enclosed Reopening Kit.

Within the kit you will find some materials, including Personal Protective Equipment and social-distancing signage, that could be helpful as you begin to reopen your organization. This kit was developed using recommendations from the government, the Secure Community Network (SCN) and public health officials. You can visit our ever-expanding library of COVID-19 resources at MilwaukeeJewish.org/Reopen for printable versions of the enclosed documents, as well as for training videos and new information from SCN and other agencies that is being added.

Keep in mind that this is not an all-encompassing, one-size-fits-all kit meant to address every need and situation. These are just some of the basic tools to begin working on your reopening process. As you know your organization best and are responsible for its operations, you will need to ultimately establish your comprehensive preparations, plans and roll-out by staying on top of and incorporating the most up-to-date professional guidelines.

The Milwaukee Jewish Federation's guiding principle in developing the kit and throughout this crisis has been the sanctity of life, *Pikuach Nefesh*. The safety of every human being is paramount, and we hope that you, too, will embrace this as your organization's guiding principle as you plan your approach to reopening.

Please remember that the Milwaukee Jewish Federation is here for you. If you have questions about this kit or anything else related to reopening efforts, please contact Ari Friedman, Director of Security and Community Properties, at AriF@MilwaukeeJewish.org or (414) 390-5740.

Your continued dedication to our Jewish community members during these extremely difficult times has been remarkable. Thank you for navigating this journey along with the Milwaukee Jewish Federation. We can and will emerge from this crisis stronger together.

Sincerely,

Moshe Katz
Board Chair

Miryam Rosenzweig
President and CEO

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*Email and printable versions and further resources at

MilwaukeeJewish.org/Reopen



REOPENING AND RESUMPTION OF OPERATIONS

Our community organizations are facing conditions unlike many have ever experienced. Responsible measures to contain the COVID-19 outbreak have led thousands of facilities, including synagogues, community centers, schools, senior centers, camps and workplaces to close down, cease, or severely limit their operations. Organizations and facilities must consider how to reopen so that they can efficiently and safely resume fulfilling the vital roles they play, from offering social to spiritual services to our community and the public at large. This guidance – along with a comprehensive suite of materials currently in development and scheduled for release soon – is intended to assist organizations as they consider when and how they will reopen.

How to Use this Document

This document presents initial considerations for facilities planning for or considering reopening and resuming all levels of operations. It should be considered illustrative of the most common issues, concerns and focus areas that organizations and facilities are working to address. Utilized as part of a comprehensive strategy around safety, security, health and welfare, this can be a valuable tool in outlining key considerations. This document will be updated as new best practices and information dictate and allow, to include U.S. Centers for Disease Control and Prevention (CDC), state and local guidelines, as available.

Reopening & Resumption of Operations Essentials



Determining When to Reopen



Deciding Who and How People Will Return



Preparing the Facility to Reopen



Monitoring Progress and Begin Planning for the Next Incident



Reopening a Safe and Secure Facility



Determining When to Reopen

Just because guidance from health officials has shifted or facilities are allowed to reopen does not necessarily mean that they should or are prepared to do so. Care and concern should be given not just to regulations and rules, but also public health guidance, medical advice, local conditions and your capacity to provide a safe space for your staff and visitors. Moreover, organizations and communities should think through their decisions and strategies prior to reopening to ensure an effective, safe transition.



REOPENING AND RESUMPTION OF OPERATIONS

- This team may include members from Facilities, Human Resources (HR), Communications/Marketing/Public Affairs, Information Technology (IT), Security, senior leadership, and operations staff or lay leadership.
- Assign members of your recovery team as liaisons to external agencies – Public Health, Police, Fire/EMS, Utilities – to stay up-to-date on new information and to keep those entities informed of your plans.
- Develop a communications plan. The team should be announced to the organization and should provide periodic reports on plans and preparations, decision points, and assist in the development of the recovery plan and resumption of normal or modified operations. This will keep people informed and manage expectations.

Determine When You Can Reopen - Making the decision to reopen will be dependent on several factors:

- Guidelines for resumption of public activities will issued by Federal, state, and/or local public health authorities. Expect each state and many localities to issue additional guidelines and timetables, sometimes conflicting with each other, for resumption of public activities.
- Consider your capacity to resume organizational activities in compliance with public health guidelines in a safe and effective manner. Each function of your organization may need a separate timetable for reopening in order to comply with local laws, ordinances, and regulations.
- Consider the readiness of your staff and membership to resume activities in the facilities. In particular, do you have key staff or volunteers who are immune-compromised and will not be able to perform their duties in an in-person environment? If so, does this impact your ability to reopen? Communication with members and staff will be critical to ensure their concerns are heard, their needs are met, and they support your plans and efforts.
- Consider the financial implications of reopening. It may be that you are allowed to begin operating at a certain level, but that the cost of providing adequate health and safety measures makes it prohibitive.
- Consider availability of necessary supplies (cleaning chemicals, masks, gloves, personnel, etc.)

Determine Recovery Goals – Determine how quickly you want to be up and running again and what level of functions and services you want to achieve to consider yourself operational.

- Consider resuming operations and functions in steps or phases, rather than all at once. This may give you experience with new health and safety guidelines before a full opening.
- When you return to ordinary operations, what will be your initial level of functions and services?
 - What operations are critical or most urgent to restore first?
 - What operations can you most safely restore first?
 - In what order will you re-establish the remaining functions?
 - What will be your stages and timing to increase those?

Always bear in mind what is right for the facility, organization and community.



REOPENING AND RESUMPTION OF OPERATIONS



Preparing Your Facility to Reopen

The Recovery Team should ensure the facility is ready for resumption of operations, with considerations of habitability, safety, and functionality. If you are in a shared facility, as landlord or tenant, this should be coordinated with all organizations affected. Those plans, progress, and results should be widely communicated to members and staff.

- What clean-up and disinfection is needed? What repairs or adjustments are needed? How long will clean-up, disinfection, and repairs take? What is the timeline for procuring needed equipment and supplies?
- What changes to the facility, operations, or maintenance are needed to adapt to continuing COVID-19 concerns once the facility is open, notably enhanced workplace cleaning?
- Do work and gathering spaces need to be re-organized or marked off to encourage distancing for infection control, to include controlling the number of people, the flow of people (i.e., one-way circulation), the distancing of people (increment marking)?
- How will you limit, control or adjust access control and touch point issues (e.g., doorknobs, remove shared/unnecessary items from the workspace)?
- Rethink shared spaces, common areas, kitchen and meal preparation facilities as well as how these will operate, if at all.
- Stock the workplace with adequate cleaning and health supplies, and create a process to track the same
- Criteria for people to return to facilities will likely be determined by local health authorities.
 - What are the criteria for our area?
 - What, if any, additional criteria should we set for return of our membership, staff, or the public to the facility?
 - How will we administer screening of persons for return or entrance?
- Train and communicate with all staff, membership and others in the facility on new workplace rules, where applicable.



Reopening a Safe and Secure Facility

Your organization may face new threats, vulnerabilities, and risks resulting from the closing and re-opening, including from new safety procedures. Consider the risks posed by the new situation and develop plans to minimize those risks. Changes in facility operations may alter your risk profile. Re-opening after having been closed for an extended period grabs the attention of potential bad actors. Ensure you have your safety and security plans and resources in place before re-opening.

- Review your most recent security threat, vulnerability, and risk assessment and your security plans. How has your situation and security posture changed?
 - Scapegoating of our community may result in targeted violence towards individuals, organizations, and your facility.
 - Be alert to suspicious activities in your area and stay in regular contact with local law enforcement.
- Determine what security staff and measures need to be in place for each step of your return to operations.
 - Do you have the staff necessary to address new or routine safety and security challenges? If you laid-off security staff, can you re-hire the same staff, or will you need to hire and train new staff?



REOPENING AND RESUMPTION OF OPERATIONS

- Ensure necessary resources are available to support a safe and secure workplace. In your planning, allocate funding for staff and equipment needed to implement any new safety measures to allow persons back into the facility.
- Disgruntled staff may act out to delay re-opening or in revenge for closure or lay-offs. Assess risks and concerns arising from staff that have been laid-off or who have declined to return to the workplace and develop risk management plans for each.
- Notify your local law enforcement of your plans to reopen. Ask them about any crime trends in your area, including hate/bias crimes, while you were closed. Ask them to visit the facility with you and to increase their frequency of patrols in your area if feasible.



Deciding Who & How People Will Return

General

- Consider what you will require for people who wish to return (temperature checks, symptoms checks, certifications or doctor's notes, etc.); consult with recent updates to local, state and national rules and regulations, to include recent CDC and EEOC guidance.
- Consider whether you will require use of face coverings and/or gloves; will these be provided?

Return of Staff – Considerations around who may be able to return and when (based on restrictions), who will be prohibited (those experiencing symptoms, those in isolation, etc.), and how to handle high-risk employees and those with caretaking obligations will all be required.

- Consider training for reopening and how you will track this (use of face masks, travel policies, etc.)
- Ensure all staff know your policies on remote work, leave, and pay and how the reopening affects the employee, especially those at high risk.
- Some staff may be immediately ready, if not eager, to return to the facility.
- Depending on the length of the period of remote work, some staff may need additional time to reorganize their lives in order to return to the office.
- Some staff may have come to prefer remote work and will need time to re-integrate into the office environment.
- Consider how staff travel/commute to the office and how this may impact people.
- Some staff may have residual anxiety about the safety of the facility.
- Anticipate on-going HR concerns resulting from the closure and reopening.
- Sensitize managers and supervisors to recognize indicators of staff members facing challenges.
- Identify Employee Assistance and Resource program support to assist staff in adapting to the changes.
- Consider returning staff in stages, even within business units, rather than all at once.

Return of Congregants, Members, and Guests – When the facility is ready to resume services to its membership, congregants, and their guests:

- Publicize and communicate the status of the facility, the new safety measures that have been put in place, and the requirements to be met for persons to return to the facility.
- Provide a forum for questions and feedback about those procedures.



REOPENING AND RESUMPTION OF OPERATIONS

- Re-evaluate those procedures regularly, after the first week then monthly until you have reached your new normal operating status.
- Create a clearly articulated plan for all of the ‘what ifs’; for example – a member who refuses to wear a mask or gloves; non-compliance with health / safety protocols, etc.



Monitoring Progress and Begin Planning for the Next Incident

Once operations have resumed, the planning process begins all over again.

- Consider what you have learned from closing and re-opening the facility and what you will do if we have a resurgence requiring us to close again.
- Use the lessons you learned to revise plans and to train your staff and membership for the next time.

Ari Friedman, Milwaukee Jewish Federation’s Director of Security and Community Properties, is a member of the Secure Community Network’s national Task Force.

For further questions on reopening, contact Ari:

(414) 390-5740 • AriF@MilwaukeeJewish.org

Who Developed this Document

This document was developed by a national *Resumption of Operations and Organizational Reopening Working Group*, convened by the Secure Community Network.

The Working Group is comprised of a group of professionals and subject matter experts from the public, private, non-profit, and academic sectors, representing Jewish Federations, national organizations and movements as well as security, emergency management, public health, and former law enforcement officials, to include individuals who currently work to address security matters within the Jewish community.

The purpose of this Working Group is to identify, discuss and make recommendations surrounding best practice policies and procedures regarding the resumption of operations and the reopening of organizations and facilities, given the current and anticipated environment around COVID-19.

Disclaimer

The information contained in this document is intended to offer guidance regarding current best practice considerations in addressing the novel coronavirus (COVID-19). It is intended to assist partner and stakeholder organizations, facilities and decision-makers with top line guidance when dealing with a range of matters related to COVID-19.

This Guidance and the considerations it provides reflect the best available information at the time the Guidance was prepared. It is possible that the strategies and concepts outlined in this document may change as our understanding of unique challenges that COVID-19 poses evolves. As such, information herein should not be considered as rigid, nor is it intended to supplant judgment based on observed conditions.

This document was developed with information from publicly available sources, including public, private, non-profit and academic entities, as well as subject matter experts from each of these sectors. As the current pandemic is an ongoing, rapidly developing situation, SCN encourages its partners and stakeholders to monitor publicly available information and to always follow federal, state and local health organization guidance and government mandates.

SCN does not warrant the accuracy or completeness of the Guidance and assumes no responsibility for any injury or damage to persons or property arising out of or related to any use of this Guidance or for any errors or omissions.



GUIDANCE FOR CLEANING AND DISINFECTING

Public Spaces, Workplaces, Businesses, Schools and Homes

1 DEVELOP YOUR PLAN

DETERMINE WHAT NEEDS TO BE CLEANED.

Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas.

DETERMINE HOW AREAS WILL BE DISINFECTED. Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces.

CONSIDER THE RESOURCES AND EQUIPMENT NEEDED. Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.

2 IMPLEMENT

CLEAN VISIBLY DIRTY SURFACES WITH SOAP AND WATER prior to disinfection.

USE THE APPROPRIATE CLEANING OR DISINFECTANT PRODUCT. Use an EPA-approved disinfectant against COVID-19, and read the label to make sure it meets your needs.

ALWAYS FOLLOW THE DIRECTIONS ON THE LABEL. The label will include safety information and application instructions. Keep disinfectants out of the reach of children.

3 MAINTAIN AND REVISE

CONTINUE ROUTINE CLEANING AND DISINFECTION. Continue or revise your plan based upon appropriate disinfectant and PPE availability. Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily.

MAINTAIN SAFE PRACTICES such as frequent handwashing, using cloth face coverings, and staying home if you are sick.

CONTINUE PRACTICES THAT REDUCE THE POTENTIAL FOR EXPOSURE. Maintain social distancing, staying six feet away from others. Reduce sharing of common spaces and frequently touched objects.

MAKING YOUR PLAN TO CLEAN AND DISINFECT

Cleaning with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection.

Disinfecting kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection.



Is the area indoors?

YES

It is an indoor area.

NO

Maintain existing cleaning practices.

Coronaviruses naturally die in hours to days in typical indoor and outdoor environments. Viruses are killed more quickly by warmer temperatures and sunlight.

Has the area been occupied within the last 7 days?

YES

Yes, the area has been occupied within the last 7 days.

NO

The area has been unoccupied within the last 7 days.
The area will need only routine cleaning.



Is it a frequently touched surface or object?

YES

Yes, it is a frequently touched surface or object.

NO

Thoroughly clean these materials.
Consider setting a schedule for routine cleaning and disinfection, as appropriate.

What type of material is the surface or object?

Hard and non-porous materials like glass, metal, or plastic.

Visibly dirty surfaces should be cleaned prior to disinfection.

Consult EPA's list of disinfectants for use against COVID-19, specifically for use on hard, non-porous surfaces and for your specific application need. More frequent cleaning and disinfection is necessary to reduce exposure.

Soft and porous materials like carpet, rugs, or material in seating areas.

Thoroughly clean or launder materials.

Consider removing soft and porous materials in high traffic areas. Disinfect materials if appropriate products are available.





PROPER USE AND CARE FOR FACE COVERINGS

- 3-ply, ear-loop surgical masks are loose, single use masks designed to provide protection against large droplets, splashes or sprays of bodily or other hazardous fluids.
- These masks are generally treated as single-use disposable items.
- Wear as snugly as possible — without ripping the mask — against the face while properly placing the loops over the ears.
- Wear one mask for your entire shift. Change the mask ONLY if it becomes visibly soiled, is saturated, or is damaged.
- When not in use (e.g., on breaks, eating a meal) the face cover should be stored in a plastic bag (or other similar device) to keep it clean.
- Dispose the mask in a trash receptacle at the end of your shift.



✓ Correct way to wear the mask



✗ Incorrect way to wear the mask



✗ Do not store on body



✗ Do not eat or drink while using the mask



✓ Proper storage (plastic bag or similar device)



PROPERLY USING CLOTH FACE COVERINGS

- Any cloth face covering should fit snug around the chin and above the nose.
- The cloth face covering should cover the entire mouth and nose.
- It is strongly recommended that long facial hair be trimmed so that it does not allow gaps between the face cover and the skin.
- To properly remove the face covering:
 - » Wash hands thoroughly for a minimum of 20 seconds with soap and water before touching face covering.
 - » Grab covering and pull straight out and up over your head.
 - » Do not make contact with any of the parts that have touched your mouth or nose.
 - » Place it in a location where it will not be touched by others.
 - » Wash your hands again
- When not in use (e.g., on breaks, eating a meal) the face cover should be stored in a plastic bag (or other similar device) to keep it clean.
- A face cover should be worn for one shift.
- If it is reusable, it should be laundered/washed with hot water and high heat dry after each shift.



CONSIDERATIONS FOR PACKAGE AND MAIL HANDLING

in the COVID-19 environment

The United States Postal Service and other delivery services continue to service our communities. While COVID-19 is thought to be spread most commonly through respiratory droplets, much remains unknown about COVID-19 and how it spreads. Although most sources note that COVID-19 is unlikely to be spread from domestic or international mail, products or packaging, the virus has been known to survive on certain surfaces, to include those commonly used in package and mail shipping.

The following are steps one can take to limit the risk of exposure in picking up, receiving or facilitating the delivery of packages, documents or other items via the U.S. Postal Service or a private delivery carrier.

LIMIT CONTACT

- Practice contactless deliveries whenever you can.
- When receiving an in-person delivery, move back to a distance greater than 6 feet away while verifying receipt of the delivery with the carrier (if required), and try to do everything electronically whenever you can (e.g., in an app or over a phone). This eliminates the need for close contact between you and the carrier.
- Maintain a distance of 6 feet or greater from others you might meet or need to speak to while receiving deliveries or visiting a U.S. Post Office or private carrier facility.
- Avoid scanners, pens, or other tools that are used for receipt of deliveries to the extent possible.
- If you are wearing gloves, do not touch your face with gloved hands. Remove them and wash your hands before undertaking any other activity.
- After collecting packages or mail from a post office, private carrier, or home mailbox, wash your hands with soap and water for at least 20 seconds.
- Comply with all posted rules and guidelines while visiting a post office or private delivery facility.
- Dispose of package wrapping, boxes, envelopes, etc. in such a way that they do not have to be handled again (e.g. tied up trash bag, recycle bin), as the virus can live on certain surfaces for longer periods of time.

CLEAN & DISINFECT PACKAGES

- If surfaces are visibly dirty, they should be cleaned with detergent or soap and water, if appropriate for the surface.
- Utilize cleaning and disinfectant disposable wipes, if available.
- Appropriate disinfectants for hard non-porous surfaces include:
 - [EPA's Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2](#)
 - Diluted household bleach solutions prepared according to the manufacturer's label for disinfection, if appropriate for the surface.
 - Alcohol solutions with at least 70% alcohol.

PRACTICE EVERYDAY PREVENTATIVE ACTIONS

- Avoid touching your eyes, nose, or mouth.
- Proper hand hygiene is an important infection control measure. Wash your hands regularly with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer containing at least 60% alcohol.
- Key times to clean hands include:
 - Before, during, and after preparing food
 - Before eating food
 - After using the toilet
 - After blowing your nose, coughing, or sneezing



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SOCIAL DISTANCE AWARENESS SIGNS

11 x 17" Signs

WASH YOUR HANDS
for a minimum of 20 seconds.

STOP THE SPREAD OF GERMS

COVER YOUR COUGH

Cover your cough or sneeze with a tissue or elbow. Do not cough into your hands.

Wash hands with soap and water for at least 20 seconds. Use sanitizer.

STOP THE SPREAD OF GERMS

PROTECT YOURSELF and OTHERS

6 ft

Stay at least 6 feet (20 feet) away from others. Avoid hand-to-hand contact. Cover your cough or sneeze with a tissue. Wash your hands often with soap and water for at least 20 seconds. Do not touch your eyes, nose and mouth. Clean and disinfect frequently touched objects and surfaces. Stay home when you are sick. Please avoid public places. Wash your hands often with soap and water for at least 20 seconds.

STOP THE SPREAD OF GERMS

THANK YOU FOR PRACTICING SOCIAL DISTANCING

6 FT

STAY A SAFE DISTANCE AWAY

DO NOT VISIT
if you are experiencing flu-like symptoms.

VISITOR ALERT

MAXIMUM OCCUPANCY

people are allowed in this room at one time

Please maintain social distancing.

COVID-19 SYMPTOMS
May appear 2-14 days after exposure.

FEVER
COUGH
SHORTNESS OF BREATH

STOP THE SPREAD OF GERMS

8.5 x 11" Signs

WASH YOUR HANDS
for a minimum of 20 seconds.

STOP THE SPREAD OF GERMS

COVER YOUR COUGH

Cover your cough or sneeze with a tissue or elbow. Do not cough into your hands.

Wash hands with soap and water for at least 20 seconds. Use sanitizer.

STOP THE SPREAD OF GERMS

PROTECT YOURSELF and OTHERS

6 ft

Stay at least 6 feet (20 feet) away from others. Avoid hand-to-hand contact. Cover your cough or sneeze with a tissue. Wash your hands often with soap and water for at least 20 seconds. Do not touch your eyes, nose and mouth. Clean and disinfect frequently touched objects and surfaces. Stay home when you are sick. Please avoid public places. Wash your hands often with soap and water for at least 20 seconds.

STOP THE SPREAD OF GERMS

THANK YOU FOR PRACTICING SOCIAL DISTANCING

6 FT

STAY A SAFE DISTANCE AWAY

DO NOT VISIT
if you are experiencing flu-like symptoms.

VISITOR ALERT

MAXIMUM OCCUPANCY

people are allowed in this room at one time

Please maintain social distancing.

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