CONGREGATION BETH ISRAEL

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DAILY CLEANING RECORD

COVID-19 Staff Hygiene Policy

Documents from WorkSafe BC

- OFAA (Occupational First Aid Attendants) protocols during the COVID-19 pandemic
- How to Don Gloves
- Hand Sanitizing Guide
- Physical Distancing
- Symptom Notice
- Coughs and Sneezes
- Cleaning and Disinfecting
- Kitchens
- Room Occupancy Limits
- How to use a Mask
- Mask Information

Additional Signage

Workplace Planning for the "New Normal"

CONGREGATION BETH ISRAEL

COVID – 19 VISITOR TRACKING POLICY

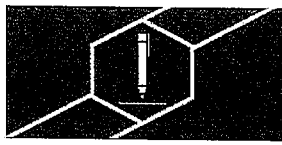
Under the recommendation of the BC Government and Provincial Health Officer, Beth Israel and its staff are to keep a record of all visitors to the Synagogue along with their contact information. This will assist the government and health officials to track in an expeditious manner any interaction people may have with visitors to the Synagogue and it staff.

This policy requires all members of staff, administration and clergy to take responsibility for their interactions with those that visit the Synagogue for any reason.

If there is an incident of infection we may be able to facilitate the Provincial Health Authorities in contacting those who have visited to prevent the wider spread of COVID – 19 to our congregation and the general public. This is the reason for this policy.

You will have sufficient copies of our visitor signup sheet at your workstations to fill out the name, email, phone number and date of all visitors. Please place the forms into Susanne's mailbox at the end of your daily meetings. Susanne will keep these records in a binder for 30 (thirty) days. This will be a process that may continue for quite some time into the future. If you are running low on visitor signup sheets please contact Building and Properties manager for additional copies.

We must all do our part by ensuring we have filled out the visitor signup sheet for all interactions with anyone who comes to the Synagogue for whatever reason.



VISITOR SIGN UP SHEET

ALL VISITORS MUST SIGN IN AND PROVIDE CORRECT CONTACT INFORMATION - COMPLETED SHEETS ARE TO BE HANDED IN TO SUSANNE AT END OF DAY

Name	Email	Mobile Phone	Date

CONGREGATION BETH ISRAEL

COVID 19 Illness Policy

With the onset of COVID – 19, it has become necessary to create a policy to ensure safety and welfare of the staff and visitors to the Synagogue. With this in mind, all staff are to take the necessary steps to protect themselves and anyone they may have contact with regarding feeling unwell. If you have ANY symptoms of flu or general sickness, do not come into work. Contact your supervisor as soon as you can and notify them of how you are feeling. Only you can tell if you are not feeling well and for this reason, we want you to feel safe in the knowledge that you will not be treated in any way other than with concern for your health. Take the time to seek medical attention if required and keep your supervisor apprised of your situation daily so that your co-workers can support you until you are feeling better. You may be required to have a medical note confirming it is safe for you to return to work, as we must protect everyone you may come into contact with at your workplace.

Should you come to work and find yourself not feeling well, call your supervisor and notify him/her/they of your whereabouts, what you have been doing, what areas you come into contact with and who you have come into contact with. You must then make your way home/medical facility or have a family member pick you up. If you need to take public transport you should wear a mask and gloves.

If you have come to work and are not well you are in direct neglect of this policy and may be subject to discipline up to and including termination of your employment at Beth Israel.

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Working from Home Policy

Due to the recent events, our staff and clergy find themselves working from home to ensure the continuity of services to our co-workers and congregants. Because of these newer, more consistent roles staff and clergy are playing it is necessary to ensure everyone is taking the best care while working from home. Your employer cannot see your workspace to ensure that you and your spaces are safe to work in. It is therefore your responsibility as employees to ensure that your workspaces at home are as safe as they can possibly be.

It is important to ensure the safety basics are covered.

Items such as overloaded wall plugs, power bars, untidy cables on the floor, additional trip hazards can cause unforeseen hazards and injuries that can be avoided.

Take the time to know that items you are regularly touching are cleaned and disinfected for your protection and your family's protection.

Use a comfortable and supportive chair.

Try to maintain proper posture and use as many ergonomic tips as you can to ensure comfort while working at your computer.

Take a break from screen time and get some fresh air to clear your head.

Make sure you are having healthy snacks and staying hydrated.

These and many other items are your responsibility while working from home to ensure your safety.

Safety is your responsibility in your home workspace.

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Working Alone Policy

To ensure the safest working environment for all staff, it is necessary to follow the policy that applies to all workers who, from time to time, may be required to work alone.

Beth Israel, as your employer, provides you with a secure work environment with respect to mechanical means of access, phones, walkie talkies and panic button that can summon the authorities for your safety.

It is your responsibility as an employee to ensure that you, when working alone in the building, have checked that all door access to the building are secure, that you are carrying a cell phone and/or a panic button that is made available for your use.

It is the responsibility of the employee working alone to ensure that no tasks are undertaken that could cause injury, i.e., climbing ladders, working with electricity, cooking with grease at high temperature and leaving yourself vulnerable in unprotected areas (outside, stairwells, storage spaces) All employees are encouraged to be aware of their surroundings and at any time if you feel unsafe call 911, it is always better to be safe than sorry.

To ensure that everyone enjoys the safest workplace, rental space or religious services we must commit to following this policy each and every time we are working alone. Failure to do so may result in disciplinary action up to and including termination of employment.

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COVID – 19 WORKER CONDUCT POLICY

During these current times when everyone is receiving information from many sources it is important to remember the simple ways that we can protect ourselves and our co-workers. The following rules and guidelines are always to be followed:

- Ensuring we are all washing our hands regularly and properly (min 20-30 seconds with soap and water, drying with paper towel and disposing of towel into trash).
- Ensuring we flush properly when using the washroom and if necessary, tidying up after ourselves so that someone else is not dealing with your mess.
- Respect social distancing at all times, do not get lulled into thinking that you can get close to someone just because you miss them or know them, protect yourself and your co-workers by staying away a minimum 2 metres.
- Cough or sneeze into your sleeve always, even when alone. The force of couching or sneezing in known to project the virus much further than you may be aware beyond the 2 metre social distancing guidelines.
- Use hand sanitizer when washing your hands is not convenient or available.
- Communicate to the best of your ability if you are using a space that will require cleaning after use (text, call, email whatever works).
- Minimize direct contact with door handles, telephones, elevator buttons, handrails, and other commonly used points of contact, try using your sleeve or wear gloves if necessary. We can only leave so many doors ajar without compromising physical safety.

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COVID – 19 Mask Use

Currently, it is recommended to wear a mask if social distancing is not being practiced. Social distancing (2 metres away) has proven to reduce the transmission of the virus, however, it all depends on who you are 2 metres away from. Employees of Beth Israel are free to wear masks, however, how well that mask is protecting you depends on the way the mask fits, is worn, how it is cleaned and how often it is worn.

Everyone will be provided with instructions on how to use and wear masks for their own protection, but it is your responsibility to ensure you are wearing the mask properly and still ensuring safe social distancing.

Your employers, co-workers, and those others that you may come into special contact with cannot protect you as well as you can protect yourself. As we move through this pandemic, we will update you all on the use of PPE, non physical barriers, and cleaning protocols, based on the most up to date information available to us.

Please keep in mind, just because you are wearing a mask, it does not excuse social distancing in any way. Always remain a minimum 2 metres away from any individual unless you are living with them daily.

There may be a time where it will be mandatory to wear masks based on an event or other get together. At these times use of a mask will be deemed essential to your job performance, and we will endeavor to make masks available to you.

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COVID – 19 Cleaning and Disinfecting Policy

As per WorkSafe BC:

Cleaning is the first step in ensuring we are protecting ourselves and others from getting germs/viruses on our hands and increasing the risk of spreading the same contaminants to others. Sanitizing is the final step to ensure that germs and viruses are killed within a timely manner. It is important to remember that sanitizing is a time released process. After application it take up to three to five minutes for the sanitizer to effectively eliminate the pathogens that are harmful. We must close off the area for a minimum five minutes to ensure the area is then ready to use. This policy will outline the basic procedures of cleaning and then sanitizing all areas to therefore protect ourselves and others to the best of our ability.

All maintenance staff and general staff as well must ensure their workspace is therefore cleaned to the best of each person's ability. Essential cleaning items will be made available to everyone at their request to perform a cleaning of their workspace.

All maintenance staff, who are responsible to clean all common areas and touchpoints within the building are to follow the policy to ensure that cleaning is completed correctly the first time. It is your responsibility to take this direction and ensure that you are following the procedures on a consistent basis as part of your job responsibility. Any changes to the cleaning procedures must be approved by senior management prior to change. If there is a lack of available products to use, it is the workers responsibility to notify the supervisor in charge and move forward with a plan.

To ensure that everyone enjoys the safest workplace, rental space or religious services we must commit to following this policy each and every time we clean a space going forward. Failure to do so may result in disciplinary action up to and including termination of employment

Cleaning is done with one set of materials per space for every space:

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COVID – 19 Cleaning and Disinfecting Policy

Floor stand notifying people to not enter the space while cleaning is underway

One bucket of hot water with measured bleach

One bucket of hot water with measured disinfectant

One set of heavier rubber cleaning gloves

One clean cloth for the cleaning process

One clean cloth for the sanitizing/disinfectant process

Use of Lysol brand disinfecting wipes for smaller jobs within the space

Use of spray on sanitizer/disinfectant where required, toilet seats, urinals and sinks

Time to allow for last step to complete drying

After blocking entry to room/space:

Step 1) Using heavy rubber gloves, wipe down areas using clean cloth and bleach/water mix ensuring you only use the same cloth in the bleach mix only, this cloth can remain in the bucket while not being used.

Step 2) Allow for this area to dry sufficiently prior to the next step.

Step 3) Using heavy rubber gloves, use a clean cloth to begin sanitizing/disinfecting process on all of the same areas wiped down in step 1, again ensure you are using a clean cloth only for use during this step, this cloth may remain in the same bucket that has sanitizer/disinfectant in it.

Step 4) Any surfaces that may require an additional round of sanitizing/disinfecting may be sprayed with a mist dispensing bottle of sanitizing/disinfecting spray.

Step 5) Mop or vacuum space after 5 minutes of required sanitizer/disinfectant drying time.

Step 6) Monitor access to space until 5 minutes have passed (use timer on Synagogue Staff cell phone). Fill out cleaning sheet for space that is on wall of space.