



**MAX AND MAE SIMON
JEWISH COMMUNITY
CAMPUS REOPENING**
As of November 13, 2020

COVID-19 PROTOCOLS AND PROCEDURES



These protocols and procedures apply to these facilities located on the Max and Mae Simon Jewish Community Campus:

- **Jewish Federation of Greater Indianapolis including Jewish Family Services**
- **Arthur M Glick JCC**
- **Jewish Community Relations Council**

Due to the complex nature of residential and healthcare services provided at Hooverwood Living and Kraft Commons, please contact Hooverwood directly at (317) 251-2261, with questions regarding their COVID-19 protocols and procedures.

WHY DO WE HAVE COVID-19 PROTOCOLS AND PROCEDURES?



- Provide enhanced safety and security for members, visitors, and staff
- Follow governmental and health agency requirements and guidelines
- Mitigate liability to campus organizations and individuals
- It is the right thing to do

These protocols and procedures will be maintained by all agencies on Campus, at a minimum through August 2020, and will be reviewed and updated regularly due to evolving federal, state, and local guidance provided by government and public health agencies.

WHY ARE THESE PROTOCOLS MORE STRINGENT THAN SOME GOVERNMENT AND PUBLIC HEALTH RECOMMENDATIONS?

- Our campus is a large and diverse community of members, visitors, and staff, and your health, safety and security are of paramount importance to our operations now, and into the future.
- Members, visitors, and staff will generally spend a longer amount of time on our campus than at retail establishments, banks, and grocery stores.
- In the campus environment, given the multitude of activities taking place, social distancing cannot be 100% ensured.
- Pikuach Nefesh, the sacred value in Judaism of preserving human life above all else.

Executive leadership is taking an “every tool available” approach to ensuring the health, safety and security of our entire campus community.

RE-OPENING & RE-CLOSING POLICY

*Criteria for **Reopening** Facilities*

- Based on government orders and public health guidance
- Our ability to provide a safe health environment
- Our ability to educate all visitors including employees on our Covid-19 protocols and procedures
- Our ability to isolate risk and minimize liability

*Criteria for **Closing** All or Portions of Facilities*

- Government or public health order requiring facilities to close or certain services discontinue
- Visitors and/or employees consistently fail to follow Covid-19 protocols and procedures
- Campus leadership believes a safe health environment cannot be maintained
- Campus leadership believes that liability risk cannot be mitigated
- Reported case of Covid-19 in facility (see

OPERATING HOURS

Effective June 1, 2020 until further notice	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Arthur M Glick JCC (317) 251-9467	6am – 8 pm	6 am – 8 pm	6 am – 8 pm	6 am – 8 pm	6 am – 6 pm	7 am – 6 pm	7 am – 6 pm
Jewish Federation of Greater Indianapolis (317) 726-5450	Closed to public with staff working from home	Closed to public with staff working from home	Closed to public with staff working from home	Closed to public with staff working from home	Closed to public with staff working from home	Closed	Closed
Jewish Family Services (317) 259-6822	Client Services by appointment	Client Services by appointment	Client Services by appointment	Client Services by appointment	Client Services by appointment	Closed	Closed
Jewish Community Relations Council (317) 926-2935	Closed to public with staff working from home	Closed to public with staff working from home	Closed to public with staff working from home	Closed to public with staff working from home	Closed to public with staff working from home	Closed	Closed

COVID-19 SYMPTOMS

The following are the most prevalent COVID-19 symptoms listed by the Center for Disease Control and Prevention (CDC). People who contract COVID-19 may experience a wide range of mild to severe symptoms. While children may have the same symptoms as adults, children may have milder symptoms. Symptoms may appear 2-14 days after exposure to the virus. People with the following symptoms may have Covid-19 and should follow CDC guidelines.

Fever or Chills	Cough	Shortness of Breath	Difficulty Breathing
Fatigue	Muscle or Body Aches	Headache	New Loss of Taste or Smell
Sore Throat	Congestion or Runny Nose	Nausea or Vomiting	Diarrhea



HIGH RISK INDIVIDUALS

The CDC identifies older adults age 65 or older and people of all ages with underlying medical conditions as higher risk for severe illness from Covid-19. Per Governor Holcomb's Back On Track Indiana reopening plan, high risk individuals should limit their exposure at work and in their communities including visiting the Max and Mae Simon Jewish Community Campus.



Face Masks

In accordance with the Marion County Health Department's Public Health Order 33-2020:

All individuals, age 3 and up, upon arriving to the Max and Mae Simon Jewish Community Campus must wear a face mask or face covering over their nose and mouth when either:

- 1) Indoors other than in their own home
- 2) Outdoors when adequate social distancing of at least 6ft is not possible.

Exceptions to this order include:

- 1) Individuals unable to wear a mask or face covering due to physical, medical or health reasons
- 2) Individuals engaged in a form of exercise incompatible with wearing a mask or face covering
- 3) Individuals swimming



DAILY HEALTH SCREENINGS

Step 1: Self-administered daily health screening questionnaire.

Prior to entering our facilities ask yourself the following two questions:

- Question #1: In the last 14 days, have you experienced any Covid-19 symptoms?
- Question #2: In the last 14 days have you or a member of your household had Covid-19 or been exposed to someone who has Covid-19, is suspected of having Covid-19 or has experienced Covid-19 symptoms?

If you answer yes to either question, do not enter the facility. You are asked to follow CDC guidelines for when it is safe to be around others after having Covid-19, Covid-19 symptoms, or being exposed to someone with Covid-19 or Covid-19 symptoms, prior to returning to the campus.

Step 2: Temporal temperatures will be taken by staff at building entrance.

- Temporal scan to be taken 1.2" to 2" from forehead.
- Temporal scan must read less than 100.4 F

If your temperature reads 100.4 F or higher, you are asked to leave immediately and follow CDC guidelines for when it is safe to be around others after having Covid-19 symptoms, prior to returning to the campus.

Step 3: Have you signed a one-time Covid-19 waiver?

- All members and visitors are required to sign a one-time Covid-19 waiver.
- Every adult 18 or over must sign their own waiver.
- For households with children, each parent or guardian is asked to sign a separate waiver on behalf of themselves and their dependent children under the age of 18.



SOCIAL DISTANCING

Social distancing will be implemented and maintained on campus until such a time that government and public healthcare agencies provide guidance that indicates social distancing is no longer necessary.

Each agency will develop a social distancing plan and will implement various methods based on their specific operations, available space, and government and public health orders that regulate their operations.

All campus agencies will at a minimum implement the following social distancing guidelines:

- Registration system when appropriate to manage number of visitors to specific programs
- Reduced gathering, meeting and program sizes
- Create social distance seating and remove furniture in common areas, program and meeting rooms
- Divided hallways with signage
- Installation of shields to protect desk staff who serve as direct service providers
- Work from home and/or work schedule rotations

ENHANCED CLEANING AND SANITIZING

Enhanced cleaning and sanitizing will occur throughout the operating day and daily after closing. Each agency will develop an enhanced cleaning and sanitizing plan specific to their operations and based on government and public health orders and guidance that regulate their operations.

All campus agencies will at a minimum implement the following enhanced cleaning and sanitizing guidelines:

- Increase frequency of cleaning common areas and high touch surfaces
- Cleaning of all event, program, and meeting spaces between use by different groups
- Daily or periodic fogging of critical spaces determined most at risk in the current Covid-19 environment
- Daily, employees shall wipe down all high touch surfaces within their personal work areas including desks, phone, cellphone, computer, keyboard, mouse and door handles
- After each use, employees shall wipe down common use equipment including copier, postage machine, coffee machine and microwave
- All employees and campus visitors will follow the CDC's recommended social hygiene protocol
- Personal Protective Equipment (PPE) should be removed appropriately based on CDC guidelines and immediately disposed of in an appropriate trash receptacle
- Doorways propped open where possible to allow for less contact of common surfaces and increased airflow

If a campus facility becomes aware that an employee, member or visitor has tested positive for Covid-19, per CDC guidelines, the facility does not need to shut down. Due to enhanced cleaning and sanitizing procedures already in place, it is highly likely the infected area has already been cleaned effectively; however, out of an abundance of caution the following additional steps will be taken:

- **Temporarily close the area impacted for a minimum of 24 hours**
- **Clean and sanitize the area, and where appropriate fog the area with an approved disinfectant**
- **Increase air circulation in impacted area**
- **Report the incident to the Marion County Health Department and work with MCHD to determine a safe reopening of the impacted area**



EMPLOYEE RESPONSIBILITIES

- Adhere to all Max & Mae Simon Jewish Community Campus COVID-19 Policies and Protocols, sign a document confirming you have read this document in its entirety, and refer back to this document as necessary to ensure you are compliant and you can help ensure compliance throughout the campus
- Stay home if you are sick, have or think you have COVID-19 or have COVID-19 symptoms
- Complete a daily health screening including temperature check and health questionnaire
- Actively practice social distancing and hygiene based on CDC best practices and wear appropriate PPE
- Minimize the sharing of work tools (pens, staplers, towels, etc.)
- Actively clean all shared equipment and tools prior to use and then wash your hands
- Inform your manager immediately if you feel ill while at work

Remind staff, members and visitors about social distancing, PPE, and enhanced cleaning protocols



EMPLOYEE RETURN TO CAMPUS POLICY

In line with CDC Guidance:

1. Employees diagnosed with COVID-19, or who believe they have Covid-19, and ARE SYMPTOMATIC must meet ALL the following requirements prior to returning to campus:
 - a. At least 24 hours with no fever without the use of fever-reducing medication, And
 - b. Improvement of Covid-19 symptoms, And
 - c. At least 10 days have passed since symptoms first appeared
2. Employees who have tested positive for Covid-19 but had NO SYMPTOMS must meet ONE of the following requirements prior to returning to campus:
 - a. 10 days have passed since Covid-19 positive test, Or
 - b. Received 2 negative FDA approved test results in a row, at least 24 hours apart, after receiving positive test
3. Following close contact with someone with Covid-19, employees must quarantine at home for a **minimum of 14 days from last exposure** based on the time it takes to develop illness. Additional time may be necessary if the employee becomes symptomatic or later confirms they have tested positive for Covid-19.
4. An employee showing signs of Covid-19 symptoms may be asked to immediately leave the campus, follow up with their doctor and follow the above CDC guidelines for when it is safe to be around others after having Covid-19 symptoms.
5. Employees with weakened immune systems due to health conditions or medication should talk to their healthcare provider to determine if additional time away from the workplace is necessary.



EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT

My signature below indicates I have received the Max and Mae Simon Jewish Community Campus Reopening COVID-19 Protocols and Procedures document.

I acknowledge that I have read and understood the contents of this document and that this document contains important information regarding the reopening and ongoing operations of my workplace during the current COVID-19 environment which affect me as an employee on campus.

I also understand this document may be revised, supplemented or rescinded at any time, and that material changes will be communicated to employees who are required to maintain a working knowledge of the protocols and procedures within this document.

Name of Employer _____

Employee Name (Print) _____

Employee Signature _____