

Ceremonies & Service Protocols During COVID-19

As the host family, your cooperation in notifying your guests and enforcing these protocols is expected. Once you have reviewed these protocols, please confirm receipt with Temple Administrator Abbie Levitt at alevitt@c-e-w.org.

Please read this carefully, as it details important information regarding ceremonies and services in the Congregation Emanu-El of Westchester (CEW) sanctuary.

In order for CEW's clergy to convene ceremonies and services in the sanctuary, the following protocols will be in place:

1. A maximum of 40 people will be allowed (excluding clergy/CEW professionals or volunteers). This number will be reduced if positive cases in Westchester increase. We will continue to keep families updated.

2. For the purpose of contact tracing, families must provide a list of attendees three days in advance of the service, together with email and phone information for each attendee to the administrative staff.

3. Travelers who have spent more than 24 hours in a noncontiguous state or international travelers from a country designated under a CDC level 2 (moderate risk) or 3 (high-risk) COVID-19 travel health notice must adhere to NY guidelines which requires them to either:
 - a. Quarantine for 14 days upon arrival
OR
 - b. Quarantine until they have had two negative COVID-19 tests according to NY state guidelines (test obtained within 3 days prior to arriving in NY and on day 4 of quarantine).

4. Families are required to inform guests that they are not permitted to attend if they answer “Yes,” to **any** of the following statements:
- Have you been informed by a Department of Health that you should currently be in quarantine or isolation?
 - Currently or in the past 14 days, have you had any of the following symptoms (unrelated to a known health condition): fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, nausea or vomiting, diarrhea, nasal congestion or runny nose, or new loss of taste or smell?
 - Have you had contact with a suspect/known COVID-19 case within the last 14 days?
 - Were you tested for COVID-19 in the last 14 days and awaiting results, **or** tested positive?
 - Is your temperature 100.0° F or higher without the use of fever suppressing medication (e.g. ibuprofen, aspirin, acetaminophen, naproxen)?
5. Families are responsible to inform each attendee of the following requirements prior to the service:
- a) **On the day of the event, before entering the building, each guest must complete our online health screening form which can be found at <http://tinyurl.com/cewhealth>. If the form has not been completed before arrival, guests must have their temperature taken. If a guest’s temperature is 100 degrees Fahrenheit or higher, access to the building will be denied.**
 - b) Wear a face mask*, over nose and mouth, at all times.
 - c) Maintain at least 6 feet of distance from other attendees from different households, at all times. (No contact / touching, handshaking, hugs, etc.)
 - d) No shared handling of items - pens, cards, books, gift envelopes, etc.

* gaiters, bandanas, and masks with exhalation valves are not considered acceptable face coverings.

6. Upon entering the building, all participants are required to immediately use hand sanitizer.

7. During the Service:
 - a) All attendees must wear a face mask at all times. If face masks are at any point removed, the clergy will pause the ritual until masks are again worn.
 - b) Only one person may be singing/chanting at one time, quietly. There will be no group or congregational singing.
 - c) Social distance shall be maintained, i.e., everyone 6+ feet apart (except members of a single household who have been living together).
 - d) No shared kippot will be distributed by CEW; families are welcome to provide their own kippot for guests to keep and for people to bring their own *tallitot*. *Siddurim* (prayer books) are to be left on the chairs following services.
 - e) Only one clergy person will handle the Torah scroll or they will direct the family to handle it.
 - f) All ritual elements and modifications will be at the sole discretion of the officiating clergy in consultation with the re-opening committee. These may change at any time without prior notice.
 - g) Should the family choose to invite their child's friends to a service, the family will assign adult ushers to enforce sanctuary guidelines and social distancing while in the building. Ushers will not count towards the 40 person limit.

There must be one usher for every 10 children attending the service. If you do not have a family member or friend who is capable of serving as an usher, please let Abbie know immediately so she can find a board member or volunteer to fill that role. **Ushering guidelines have been attached. Please share these guidelines with your ushers.**



8. The designated lobby restrooms will be sanitized before and after the service, and restroom use should be limited to one person at a time, except for members of the same household.

These policies are in effect as of 11/9/20 and will be revised and changed as needed and at the discretion of CEW.