

Cleveland Hillel

**RETURN TO THE WORKSPACE:
CLEVELAND HILLEL WORKSPACES AND OPERATIONS
COVID19 PROTOCOLS & GUIDELINES**

Definition of Hillel Workspaces:

Any building, room or event space owned, rented or operated by Cleveland Hillel on any campus throughout the greater Cleveland area and in Oberlin.

Considering the challenging times in which we find ourselves, Cleveland Hillel stands firm in the conviction that the most important thing to our organization is the emotional, physical and psychological health and safety of each and every one of our students, staff, friends and supporters. We remain committed to continue building and strengthening our Hillel community in any way we can, providing meaningful **Jewish experiences**, building **Jewish memories**, and enhancing **Jewish pride**.

The following document represents the suggested Cleveland Hillel organizational strategies, protocols and guidelines regarding our return to the workspace (RTW) plans. Cleveland Hillel will continuously consult university, local, state, and federal guidelines to establish new or updated COVID19 responses and/or Hillel Workspaces protocols. **We remain committed to making scientific and data-driven decisions in the creation and updating of [Return to the Workspace: Cleveland Hillel Workspaces and Operations Covid19 Protocols & Guidelines](#).**

Each item is drafted in consideration of the following six **Return to Workspace Guiding Values**:

- 1. Set Priorities:** Reopening our Hillel may not mean business as usual. Consider the values and purposes for reopening our doors and the specific parts of our mission that will be prioritized as we reopen.
- 2. Add Structure:** This is overwhelming and there are so many rabbit holes – we will do our best to create appropriate infrastructure for our discussions and planning processes.
- 3. Normalize Ambiguity:** There are no established playbooks and we do not have all the answers. Our reopening planning process will take time and possibly various iterations as guidelines and regulations change.
- 4. Accountability, Co-Responsibility, and Flexibility:** Executing an effective and efficient reopening will take the entire team. Team members may be asked to step into new roles and responsibilities, and strategic redundancies (duplications of responsibilities) may be needed to fill in potential gaps.
- 5. Transparency and Communication:** We will keep community members informed as plans and policies change. We will be ready to offer clarity about the health and safety reasons behind these changes.
- 6. Good Faith Effort:** We will make every effort to adhere to guidelines, have written procedures and policies, and train staff in relevant areas.

Along with considerations around safety, security, health and welfare, all suggested guidelines and protocols have taken the following **Jewish values** into account:

Pikuah Nefesh (“Safeguarding Life”): Supersedes most other obligations or mitzvot. Facilities and organizations must balance any efforts to reopen or resume operations with the obligation to preserve life.

Sakanat Nefeshot (“Endangering Life”): No one should be placed in a position where they may place their own lives or those of their families or loved ones in danger.

She’at Hadehak (“Extraordinary Moment”): We must remain flexible and adaptive to the times we find ourselves in; the Jewish people have shown amazing resiliency; this will be required now to ensure continuity of Jewish life.

Kol Yisrael Areivim Zeh Bazeh (“We Are Responsible for One Another”): We have an obligation to look out for one another, regardless of circumstance, status or perception.

Hesed (“Profound Love and Kindness”): With many people feeling anxious, lonely, distanced or at risk, we must be guided in our actions with these factors in mind.

OHIO DEPT OF HEALTH [RESPONSIBLE RESTART OHIO PROTOCOLS](#) (as of August 17, 2020)

5 PROTOCOLS FOR ALL BUSINESSES:

1. **Require face coverings** for employees and recommend them for clients/customers at all times.
2. **Conduct daily health assessments** by employers and employees (self-evaluation) to determine if “fit for duty.”
3. **Maintain good hygiene** at all times – hand washing, sanitizing and social distancing.
4. **Clean and sanitize** workplaces throughout workday and at the close of business or between shifts.
5. **Limit capacity** to meet **social distancing** guidelines.
 - Establish maximum capacity.
 - And, use appointment setting where possible to limit congestion.

TAKE THE FOLLOWING ACTIONS WHEN A COVID19 INFECTION IS IDENTIFIED:

- Immediately report employee or customer infections to the local health district.
- Work with local health department to identify potentially exposed individuals to help facilitate appropriate communication/contact tracing.
- Shutdown shop/floor for deep sanitation if possible.
- Professionally clean and sanitize site/location.
- Reopen in consultation with the local health department.



Table of Contents

A.	SAFETY & SECURITY OF HILLEL WORKSPACES	5
B.	PROGRAMMING/ CLASSES / FUNCTIONS/ EVENTS/ FOOD	7
C.	CLEANING & DISINFECTING	9
D.	COMMUNICATION & EDUCATION PLAN	10
E.	LIABILITY & INSURANCE.....	11
F.	WORKSPACE MODIFICATIONS.....	13
G.	STAFF / HUMAN RESOURCES	14

A. Safety & Security of Hillel Workspaces

Safety and Security will remain a top priority for Cleveland Hillel in the reality of COVID19. Security and health related modifications can and should be made to complement one another without diminishing either priority. Cleveland Hillel's security infrastructure should be fully operational before staff or students return to our Hillel Workspaces. We will ensure campus and local law enforcement are made aware of any changes to Hillel's operating hours, access policies, response procedures, and emergency contact information.

All staff are empowered to administer and enforce our screening protocols. The Cleveland Hillel Office Manager and Campus Directors will likely be the first staff acting as Hillel Workspaces gatekeepers. If needed, the Executive Director can be asked to resolve issues with building visitors who do not comport to our [Return to the Workspace: Cleveland Hillel Workspaces and Operations COVID19 Protocols & Guidelines](#). Written copies of our protocols should remain available for their reference, making screening procedures and entry standards clearly displayed as a disclaimer to all visitors to Hillel Workspaces (including students, tradespeople, Board members, etc.) before they submit themselves to any screening protocols.

Cleveland Hillel will continuously consult university, local, state, and federal guidelines to establish new or updated COVID19 responses and/or Hillel Workspaces protocols.

The following protocols will be adopted by Cleveland Hillel:

- 1. Mandatory mask-wearing will be enforced for anyone entering Hillel Workspaces on all campuses. Masks must be worn that cover the nose and mouth. Visitors refusing to comply will be asked to leave Hillel Workspaces immediately.**
2. All visitors (including students, tradespeople, Board members, etc.) to Hillel Workspaces must be vetted in advance before entering, in compliance with any self-certification or self-reporting requirements (as referenced in section [E: Liability & Insurance](#)).
3. Throughout August 2020, only Hillel Staff will be invited to access Hillel Workspaces, on a daily basis, at their choosing and convenience, in consultation with their immediate supervisor.
4. No student group activities will take place in Hillel Workspaces throughout August 2020 (and possibly beyond). Cleveland Hillel will assess if staff will be permitted to host one (1) individual student at a time if/when appropriate and safe physical distancing options allow at the end of August 2020.

5. If advance vetting is not possible, all visitors (including students, tradespeople, Board members, etc.) to Hillel Workspaces will be required to answer a questionnaire (to be filled in or asked in-person).

6. All staff or visitors who have or report COVID19 symptoms will be refused entry to Hillel Workspaces, as denying entry to individuals who have symptomatic temperatures can help prevent exposing others to potential illness. Cleveland Hillel will follow CDC listed symptoms as its guide, which include:
 - 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

NB: This list does not include all possible symptoms; the CDC will continue to update this list as it learns more about COVID-19.

7. If a visitor to a Cleveland Hillel Workspace contracts or exhibits COVID19 symptoms, Hillel will consider closing that Hillel Workspace to all staff and visitors and will arrange for a COVID19-certified deep clean (in compliance with section [C: Cleaning & Disinfecting](#)). In this circumstance Cleveland Hillel will consider having all staff work remotely in suggested self-quarantine for 10 -14 days (based on updated guidelines as shared by appropriate agencies such as CDC, Ohio Department of Health, etc.). In case of a Hillel Workspace shutdown / quarantine orders due to potential exposures, Cleveland Hillel Remote Working Environment & Responsibilities: Staffing Protocols will be enforced (**see appendix A**).

8. For the Safety and Security of all Cleveland Hillel Workspace staff and visitors, masks will be available for any approved entrant if they do not have appropriate options

9. Cleveland Hillel Workspaces may be updated to include best-practice traffic flow directions throughout, taking into consideration non-verbal signage such as directional shapes, symbols, and other visual cues.

10. Following the eventual reopening of Cleveland Hillel Workspaces beyond staff access, Cleveland Hillel will assess the following and reserves the right to update its [Return to the Workspace: Cleveland Hillel Workspaces and Operations COVID19 Protocols & Guidelines](#) in the following areas:
 - i. Implementing and enforcing temperature screening as a condition for entry to Hillel Workspaces, which may include:
 - Designate a space for conducting temperature checks.
 - Investing in multiple contactless temperature gauging devices to ensure the availability of screenings, even when facing an equipment malfunction.

- Create a procedure for communicating failed temperature checks and denying entry in a considerate and sensitive fashion.

- ii. Creating protocols for contact tracing if someone who has visited Hillel Workspaces reports COVID19 symptoms; which may include:
 - Establish appropriate and secure system(s) for data collection to support contact tracing system.
 - Establish secure and confidential system for alerting all relevant parties of potential and confirmed cases of COVID19 (staff, students, university, local community, etc.) as appropriate.
 - Establish system for notifying all appropriate local authorities in a timely manner.
 - Placement of clear signage and disclaimers used to communicate the predetermined symptoms and response procedures to all parties.

B. Programming/ Classes / Functions/ Events/ Food

All on-site and in-person Hillel programming – **IF CONDUCTED** - will be coordinated with all program staff and their respective supervisors, in compliance with any/all [Return to the Workspace: Cleveland Hillel Workspaces and Operations COVID19 Protocols & Guidelines](#) as referenced in all sections of this document.

Cleveland Hillel staff are constantly evaluating student engagement and program protocols for safe and appropriate in-person gathering opportunities. Those elements and details are not reflected in this document, which serves specifically as our Cleveland Hillel building/workspaces operations and preparation guide. If /when conducted, all in-person programming options should meet relevant and updated health and safety regulations and align with our host College and University policies **at minimum**. Given that these guidelines are expected to change over time, the following items will be regularly reassessed as circumstances evolve.

The following protocols will be adopted by Cleveland Hillel:

1. No in-person group activities will take place in Cleveland Hillel Workspaces throughout August 2020 at minimum (including shabbat, student group meetings, etc.). Cleveland Hillel will reevaluate based on data accumulated by state, CDC and host College & Universities throughout the first 2-3 weeks of campuses/schools reopening.

2. Cleveland Hillel will assess if staff will be permitted to host one (1) individual student at a time in Hillel Workspaces if/when appropriate and safe physical distancing options allow, at the

end of August 2020. If permitted, invited students will be asked to fill in building-entry health-survey as all other visitors.

3. Students attending CWRU-sponsored classes in Cleveland Hillel Workspaces will only be able to access lower-level classrooms from the Euclid Ave. street-level elevator, or through the lower-level rear courtyard door. Students are recommended to avoid elevator usage if at all possible, to observe physical-distancing best practices.
4. Cleveland Hillel Workspaces elevators will be limited to 1 person (**MAXIMUM**) at one time, observing physical distancing best practices. Clear signage will be posted to notify building visitors.
5. Cleveland Hillel staff will regularly check state, local, and host College and University regulations, guidelines, and restrictions for in-person gatherings at any given time (including but not limited to maximum occupancy/participation numbers). Compliance with these guidelines will be Cleveland Hillel's **minimum requirement**.
6. All Cleveland Hillel Workspaces will have established capacity limits for offices, rooms and common areas to insure both proper physical distancing best practices and compliance with local guidelines.
7. Cleveland Hillel reserves the right to limit access and usage of commonly shared shabbat / holidays items (incl. religious articles such as talitot, siddurim, etc). Cleaning methods for these items will be explored to determine if items can be loaned out to students safely.
8. If/ when Cleveland Hillel gatherings are allowed (including services, etc.) all participants will be required to wear a mask (Cleveland Hillel will provide access to supplies for participants as needed) and maintain physical distancing guidelines as set by Cleveland Hillel. **Participants refusing to comply will be asked to leave Cleveland Hillel Workspaces immediately.**
9. Any food preparation done for Cleveland Hillel must be prepared by food services which are compliant with our internal cleanliness protocols. Cleveland Hillel will share these protocols in advance with any/every food service organizations. Cleveland Hillel will consider using the current food policies at our host College and University as a **minimum** benchmark standard for our own food protocols.
10. For information on waivers, refer to section E: Liability & Insurance.

C. Cleaning & Disinfecting

Regular cleaning and disinfecting practices will be a normalized part of Cleveland Hillel's culture and operations. Cleveland Hillel will review CDC Cleaning and Disinfecting guidelines and resources, and review all areas, equipment, furniture, and appliances in Cleveland Hillel Workspaces and consider their surface material and frequency of use.

Cleveland Hillel will constantly reference the differences between the terms "clean" and "disinfect" when developing our actions. According to the CDC:

- "Cleaning refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs... it lowers their numbers and the risk of spreading infection."
- "Disinfecting refers to using chemicals...to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection."

The following protocols will be adopted by Cleveland Hillel:

1. Ensure daily Cleveland Hillel Workspaces cleaning schedule remain in compliance with (**at minimum**) our host College and Universities' protocols re: cleaning AND disinfecting. High-trafficked areas in particular (ex: restrooms) will be cleaned by maintenance staff on a daily basis.
2. Ensure any outside or enhanced cleaning services are compliant in any state or CDC COVID19 certifications (ex: in a situation where a Hillel Workspace is shut down following a COVID19 symptomatic visitor) and that they have access to & use recommended CDC and/or EPA-registered disinfectants for disinfecting procedures. Cleveland Hillel will clarify which items and surfaces are included in their regular routine and if surfaces are being cleaned, disinfected, or both, and make adjustments as needed.
3. For health and liability purposes, Cleveland Hillel recommends the usage of EPA-registered disinfectants for disinfecting procedures.
4. Cleveland Hillel will consider increasing frequency and scheduling of special deep cleaning and disinfecting services during weekends and holiday closures.
5. Cleveland Hillel Workspaces will ensure on-site access to basic cleaning supplies & appropriate disinfectants (supplies to be maintained and ordered by Office Manager via normal Cleveland Hillel procedures), and all staff will be encouraged to clean their work areas and be asked to maintain desks free of clutter to allow for regular, effective, and proper cleaning.

6. Strategically provide hand sanitizer and appropriate cleaning materials in high usage areas with accompanying signage (ex: common surfaces should have both signage and supplies to encourage wipe downs between use).
7. Upon each use of a Cleveland Hillel Workspace restroom and after each time the toilet is flushed the area around the toilet should be sprayed with disinfectant by the individual when finished. Disinfectant will be kept on shelf next to toilet at all times. Staff will check for need to replenish restroom disinfectant daily. There will be disinfectant wipes and/or disinfectant surface spray in both restrooms by the sinks. Users will be asked to wipe down sink area and faucet handle after each use. Signs will be posted in each restroom outlining these instructions.
8. Cleveland Hillel will explore enhancements to its self-owned HVAC systems with upgraded / recommended (HEPA) filters and make changes as needed.

D. Communication & Education Plan

It is crucial for Cleveland Hillel to practice proactive communication habits during the process of reopening. As with any change, new protocols may cause disruptions and missed expectations. A Communications & Education plan will help Cleveland Hillel's community through this adjustment period by implementing consistent and strategic information sharing practices.

This time of transition, planning and relative uncertainty is an ideal time to strengthen Cleveland Hillel's relationship with our host Colleges and Universities and Jewish institutions (Federation, etc.). This may open new doors to collaboration and resource sharing. It is worth noting that different stakeholders might need different plans. Different stakeholder groups include:

- Students
- Parents
- Donors / Community Members
- Organizational partners (ex: Federation; Hillel International; Campus admin partners)

Communications and education will include external outreach efforts (email, social media, etc.) and internal/ building needs (ex: floor and wall signage, etc.).

The Executive Director, with support by the Manager, Development & Communications, will be the main point of contact, approving all communications to ensure consistent messages and confident leadership.



The following protocols will be adopted by Cleveland Hillel:

1. Develop manageable re-entry training program and/or shareable documents to educate all relevant Hillel Workspace staff and visitors (including students, tradespeople, Board members, etc.) regarding new [Return to the Workspace: Cleveland Hillel Workspaces and Operations COVID19 Protocols & Guidelines](#)
2. Post established and most relevant [Return to the Workspace: Cleveland Hillel Workspaces and Operations COVID19 Protocols & Guidelines](#) throughout Cleveland Hillel Workspaces for all staff & visitors (ex: mask-wearing; traffic flow; self-reporting requirements, etc.)
3. Post throughout Cleveland Hillel Workspaces any changes / updates as soon as they are established - including posting updates on all social media channels and website. Signage should be used both intentionally and strategically. The language should be clear and concise, yet approachable. The placement should be accessible and should inform and assist all parties interacting with Cleveland Hillel Workspaces.
4. Create dedicated website page for all RTW/ COVID19 updates and systems linking to resources, [Return to the Workspace: Cleveland Hillel Workspaces and Operations COVID19 Protocols & Guidelines](#) and any up-to-date host College and University guidelines. This webpage can then be linked to and/or included in emails and social media posts.
5. Review host College and University contacts and reach out to create new connections in key university sectors (residence life, student activities, Dean of Students, dining services, public safety, etc.).
6. Follow the host Colleges and Universities latest announcements and reopening policies while remaining aware of how these relate to CDC, state and local guidelines.
7. Issue monthly (minimum) regular communication pieces to all stakeholders, continuously referencing how organizational changes and protocols are helping Cleveland Hillel fulfill our mission based on the challenges of the day (ex: Pikuach Nefesh).

E. Liability & Insurance

The insurance industry remains largely unchanged despite the unprecedented reality of a global pandemic. Ongoing cases, claims, and potential new legislation are still unfolding. This status quo has

both potential advantages and disadvantages. General Liability policies may have ongoing exclusions related to communicable diseases, fungi or bacteria, organic pathogen and other related factors. Thus, minimizing Hillel's operational liability related to COVID19 remains key. When in doubt about coverage, Cleveland Hillel will reach out to Hillel's insurance broker for clarity and confirmation.

To minimize/ avoid negligence, Cleveland Hillel will make sure protocols meet current standards. We shall review our current operational protocols for security and health related standards, and revise as needed based on current local, state, and federal guidelines. Cleveland Hillel will review our host Colleges and Universities standards and protocols for their buildings and take their standards into consideration.

In order to properly enforce [Return to the Workspace: Cleveland Hillel Workspaces and Operations COVID19 Protocols & Guidelines](#), health and safety protocols should be available in writing, and proper notices, disclaimers, and protocol enforcement stipulations should be in place. Cleveland Hillel will carefully consider, and follow through on, policy enforcement procedures. New safety and health protocols should be consistently enforced in all operational spaces to avoid unnecessary liability.

In general, and for liability purposes, Cleveland Hillel recommends using EPA-registered disinfectants for disinfection procedures (see section [C: Cleaning & Disinfecting](#)).

Following the reopening of Hillel Workspaces, Cleveland Hillel will assess if waivers will be required for entry to Cleveland Hillel Workspaces, in consultation with appropriate legal counsel. (NB: Waivers do not guarantee release of liability; Cleveland Hillel will weigh potential cost/benefit of attempting to incorporate waivers as an additional step to reinforce protocols and mitigate negligence).

The following protocols will be adopted by Cleveland Hillel:

1. All staff will be empowered to ensure enforcement of [Return to the Workspace: Cleveland Hillel Workspaces and Operations COVID19 Protocols & Guidelines](#). If needed, the Executive Director can be asked to resolve building visitors who do not comport to our [Return to the Workspace: Cleveland Hillel Workspaces and Operations COVID19 Protocols & Guidelines](#).
2. Self-certification or self-reporting (written and/or verbal) will be mandated for any visitors to the Hillel Workspaces (ie: asking a predetermined set of questions (verbal or written) which rule out symptoms and potential exposures to COVID19 and must be answered appropriately before being granted access to a space or event). Questions may cover COVID19 related symptoms, exposure, or proximity to others with symptoms or confirmed cases, and high-risk travel and activities.
3. Cleveland Hillel will add signage to Cleveland Hillel Workspaces qualifying voluntary entry into Cleveland Hillel Workspaces (or events) as a form of personal confirmation of being COVID19 symptom-free and of understanding the risks of exposure to public spaces during a pandemic.

F. Workspace Modifications

Cleveland Hillel will need to explore fulfilling our mission while following new health guidelines and keeping staff and guests healthy and safe. Strategic environmental modifications will assist us in balancing all these factors. In consultation with Cleveland Hillel staff, consideration will be made for using a staggered work schedule to avoid a densely populated Cleveland Hillel Workspace environment.

The following protocols will be adopted by Cleveland Hillel:

1. Modify workstation arrangements to enforce physical distancing and avoid density (ex: arrange workstations so that staff face away from one another while seated)
2. Cleveland Hillel Workspaces will be updated to include distance markings and directional indicators on floors using color tape or other signage (ex: establish one-way walking paths to avoid crossing others while traveling throughout the building, etc.).
3. Cleveland Hillel Workspaces will mark designated doorways (exits & entrances) whenever possible (NB: This practice should only be used if access points can remain reasonably secured).
4. Cleveland Hillel Workspaces will include signage to remind staff not to congregate at workstations.
5. Explore and obtain after-market enhancements to workspaces / office areas re: physical distancing & barriers (ex: plexiglass barriers, etc.), using normal equipment-sourcing protocols as managed by Cleveland Hillel's Office Manager and Executive Director.
6. No staff or visitors will share meals in close proximity; staff are encouraged to eat at their desks if remaining inside at lunchtime.
7. Cleveland Hillel Workspace common areas (including conference rooms, student lounge, etc.) will have strict capacity limits (ensuring a physical distance of 6-feet apart). Where possible, signage will indicate the limits of people in a space at one time. Furniture may be removed to limit congregating options
8. Cleveland Hillel Workspaces will avoid any shared, bulk, and open food items and setups.

9. Any common use appliance still made available will include clear use procedures and have designated cleaning and disinfecting materials available (NB: common use food appliances that cannot be reasonably disinfected between uses (coffee machines, microwaves, toasters, etc.) will be removed

G. Staff / Human Resources

Cleveland Hillel stands firm in the conviction that the most important thing to our organization is the health and safety of each and every one of our staff, along with our students, friends and supporters.

Cleveland Hillel will work with staff in developing additional guidelines to address personally sensitive issues related to COVID19 challenges, including exploring alternative staffing models (staggered shifts; etc.)

The following protocols will be adopted by Cleveland Hillel:

1. All employees are required to practice good personal hygiene (ex: frequent hand washing, upon entering the building all employees are requested to apply hand sanitizer, etc.) and infection control practices
2. Individuals feeling ill / exhibiting any COVID19 symptoms will be asked to stay at / return home and should follow all relevant CDC guidelines.
3. If an employee tests positive for COVID19, they must make their supervisor aware as soon as possible. After 14 days (or any updated CDC guidelines) they will need to take another COVID19 test with negative results before reporting back to work.
4. Mask wearing is required by staff in the building at all times and must cover both nose and mouth. Masks may be removed if one is alone in their individual workspaces but must return to their face when someone else enters.
5. As an added precaution, staff will be asked to disinfect individual workspaces on a daily basis, when starting the day and before leaving for the day. Disinfecting of individual workspaces throughout the day is up to the discretion of the individual employee.
6. Cleveland Hillel-related travel will be restricted until otherwise notified. "Business critical" travel must have approval from their supervisor(s) or the Cleveland Hillel Executive Director in advance. If a Cleveland Hillel staff member travels outside our local county and is going to an



area that is considered a high-risk area, they and their supervisor will determine if a negative COVID19 test will be required before returning to the office.

7. Staff will observe physical/social distancing, staying at least six feet away from other individuals. Staff will not gather in the kitchen or other common areas if appropriate physical distancing is not possible.



Appendix A:

Cleveland Hillel Remote Working Environment & Responsibilities: Staffing Protocols

As we switch to a remote-work setup / situation, we need to be mindful of the ongoing need to stay connected – with each other, with our students and other stakeholders. We recognize that these new working situations will fall outside our typical daily patterns, and that not everyone will be sitting at a workstation in the traditional manner. Recognizing that daily activities and hours will be changing as we adapt to new program and meeting methods, please note the following protocols that will be put in place upon relocation / work-from-home scenarios being enacted:

Staff Well Being: The health and well-being of all Cleveland Hillel staff will remain a priority.

Job Performance Tools: Cleveland Hillel senior leadership will ensure staff have all appropriate tools necessary for appropriate functions and will continuously assess with input from staff members the required needs and tools.

Work Assignments: In anticipation of unknown scenarios resulting from the pandemic / virus-induced relocation, some work roles or assignments may shift based on what may be needed from the full professional team. As such, staff may be asked to take on new & temporary responsibilities during this time.

- Work hours (as highlighted in the Employee Handbook and traditionally set as 8:30 AM to 5 PM) may fluctuate and are expected to remain fluid during the pandemic / virus.
- All staff and respective supervisors are expected to set out mutually agreed upon boundaries, to ensure any ongoing and/or updated goals are set for success AND that staff make efforts to promote self-care and act responsibly to maintain their physical, emotional and mental health.
- It is understood that a “normal” work-day flow may be interrupted (ex: increased demands for the timing of programming, meetings, etc.), prompting each staff & supervisor to assess how a new work schedule can / should be set up.
- In the case of disrupted work hours, Senior leadership will potentially enact a reinforced regulation regarding the usage of time sheets for all staff; to assist in ongoing supervision and goal setting.

Supervision: Revised (and possible increased) supervision schedules may be enacted, ensuring ongoing communication and professional goals related to the mission of Cleveland Hillel are followed. Any staff person working from home will check-in with their supervisor at minimum once every 2 days, to review and determine their work plan for the day and share progress updates.

Internal Communication: Communication between Hillel staff will be vital during the forced separation of all staff, to ensure continuity of services and organizational mission are continued. As such, the following protocols will be observed:

- During traditional Cleveland Hillel working hours, all staff should commit to checking email at least once every 1.5 - 2 hours, to reply timely to any email messages, organizational needs, etc.



- For more urgent needs that must be addressed, all staff are encouraged to use WhatsApp or text messaging (a CHF WhatsApp group will be created)
- Staff will participate in a bi-weekly (at least) all-staff meeting, to maintain communication, connectivity, and support.

NB: Regardless of circumstance and cessation of normative operations, staff will adhere to all regulations and practices as recorded in the Employee Handbook/ Personnel Practices of the Cleveland Hillel Foundation, Inc.