



Hillel Milwaukee COVID-19 2021-2022 Policy – Updated January 2022

Hillel Milwaukee's (Hillel) policies and protocols for responding to the COVID-19 pandemic are rooted in the Jewish value of *Pikuach Nefesh* – the concept that life is holy, and the safety of every human being is paramount. Hillel's plans are aligned and consistent with the local orders and ordinances of Milwaukee, Milwaukee County, and Wisconsin. Our plan also follows recommendations from the Centers for Disease Control and Prevention (CDC), the Milwaukee County Health Department, and federal government, our university partners, and the Milwaukee Jewish Federation (MJF).

It is important to clarify that an individual is considered fully vaccinated after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine, and after they have received a booster shot (if eligible as indicated by the CDC). It is also important to clarify that surgical or KN95 masks must be worn over the nose and mouth, must fit under your chin, and must be snug on your face. Hillel Milwaukee will provide surgical and KN95 masks to those without.

This policy is a working document and as new mandates, policies, etc. are issued at the local, state, and federal levels, Hillel Milwaukee reserves the right to adjust any protocols. Hillel Milwaukee also reserves the right to adjust any protocols based on enhanced information learned about COVID virus variants and the mechanisms for spread.

As outlined in this policy, all Hillel staff and guests are required to take steps to reduce the transmission of communicable diseases in our building and follow the guidelines below.

1. SECTION 1 – Staff Policies

A staff of Hillel is anyone who receives a paycheck from Hillel or the Jewish Agency for Israel, including student interns.

- a. **Vaccinations** – As a condition of employment, all staff of Hillel Milwaukee will be required to be fully vaccinated against COVID-19. Medical and religious exemptions may be approved at the discretion of the Executive Director. Proof of full vaccination will be required prior to being hired. Staff must be able to show proof of vaccination within 60 days of being eligible to receive the vaccine. Staff will also be asked to show proof of booster vaccinations as they become eligible. Booster vaccination proof must be provided within 30 days of being eligible to receive a booster vaccination.
- b. **Hygiene and Cleaning** – All staff are required to practice good personal hygiene and infection control practices including handwashing, using proper PPE such as masks and gloves for food preparation and distribution, disinfecting personal workspaces, and disinfecting the areas touched after using the restroom. All staff will be provided the necessary PPE and disinfecting materials for use in the office and/or at Hillel sponsored programs/engagement meetings.

- c. **In-Person Gatherings (Engagements and Events/Programs)**
 - i. If a staff member is not feeling well and/or has a known exposure to COVID-19 we ask them to not come to the building.
 - ii. Staff will be required to wear a surgical or KN95 mask properly at all times while in a shared space in the Hillel building unless the staff member is actively eating/drinking. Proper mask-wearing is also required outdoors if social distancing is not possible.
 - iii. Staff will be required to properly wear masks and gloves while distributing and preparing food.

- d. **Travel** – Travel is permitted following CDC guidelines for the source, in-transit, and destination locations.
 - i. **International Travel** - <https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html>
 - ii. **Domestic Travel** - <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

- e. **Exposure & Symptoms Protocol**
 - i. **COVID-19 Exposure** – According to the CDC, exposure is an unmasked, close contact (within 6 feet of someone) for a total of 15 minutes or more over a 24-hour period.
 - 1. In the case of a close contact exposure where the staff is not exhibiting any symptoms, fully vaccinated staff do not need to quarantine, but should get a PCR test 5 days after exposure. If the staff tests positive at this point please refer below to the “return to work requirements” regardless of if the staff is symptomatic or not symptomatic.
 - ii. **COVID-19 Symptoms**
 - 1. If a staff member has COVID-19 symptoms (whether or not the staff had an exposure), individuals will be asked to stay home until a negative PCR test is provided.
 - iii. **Return to Work Requirements** – If a staff member tests positive for COVID-19, the following actions must occur before coming back to work at the Hillel building or any other Hillel-associated event.
 - 1. The staff member must be fever and symptom-free for 72 hours, with a minimum of 10 days in quarantine. If the final 3 days of their 10 days out are fever-free, then after the 10th day the person may return to work.

2. **SECTION 2 – Guest Policies**

A guest is any individual who is not a staff member of Hillel Milwaukee but is physically inside the building OR is attending a Hillel-sponsored event/engagement inside the building. This includes but is not limited to students, young adults, Board of Directors members, community members, cleaning/maintenance staff, or any individual who spends more than five minutes in the building.

- a. **Entering the Building / Attending a Hillel Event or Meeting in the building**
 - i. All guests will be asked to stay home if they are experiencing any COVID-19 like symptoms.
 - ii. All guests will be required to adhere to building hygiene protocols listed in Section 3 - Building Policies.
 - iii. Guests will be required to wear a disposable, surgical mask properly at all times while in the Hillel building unless the guest is actively drinking. Masks are also required outdoors if social distancing is not possible. If a guest does not have a disposable surgical or KN95 mask, Hillel will provide them with a disposable surgical or KN95 mask. If guests refuse to wear a mask or refuse to wear a mask properly, they will be asked to leave the premises.
 - iv. All guests will be asked to sign in digitally for contact tracing and vaccination status will be requested but not required. Guests will be asked to self-attest their vaccination status.
 - v. No guests will be allowed to eat in the building at this time. All meals and snacks will be prepared as to-go options.
 - vi. Hillel expects guests to disinfect their work areas (prior to leaving) as well as touched surfaces after using the restroom. Disinfecting supplies will be provided.
 - vii. Following CDC guidelines, guests under two years of age do not need to be masked. Under extenuating circumstances, such as school/daycare shutdown, Hillel Milwaukee staff will be permitted to bring a child into the building for a limited amount of time, provided that the child has not had direct exposure to COVID-19. Children ages two and older must be masked while in indoor, public places, but may be unmasked in the parent's private office.
- b. **Positive COVID-19 Protocol**
 - i. In the event a guest tests positive for COVID-19, the guest will be welcome back to the Hillel building or a Hillel-sponsored event once the guest is fever and symptom-free for 72 hours, with a minimum of 10 days in quarantine. If the final 3 days of their 10 days out are fever-free, then after the 10th day the person may return to Hillel-sponsored events.

3. SECTION 3 – Building Policies

- a. **Air Filters** – Hillel has installed both HEPA and MERV filters to increase air quality. Filters will be replaced as directed.
- b. **Cleaning Policies**
 - i. The building will be professionally cleaned twice weekly.
 - ii. Hillel expects staff members to keep individual housekeeping practices, including routine and frequent cleaning and disinfecting of the individual workspace, desktops, and telephones.
 - iii. Hillel expects guests to disinfect their work areas before leaving. Disinfecting supplies will be provided.

- iv. Hillel expects staff members and guests to disinfect the toilet flusher, faucet, light switch and handles after using the restroom.

c. **Hygiene Policies**

- i. Surgical or KN95 Masks are to be worn properly at all times unless an individual is actively eating or drinking. Only staff are permitted to eat in the building at this time and are encouraged to move to an isolated space to enjoy their meal.
- ii. Maintain social distancing
- iii. Utilize sanitation stations
- iv. Practice frequent handwashing, and limit your surface contact
- v. Be mindful of capacity limits noted in posted locations

d. **Testing and Vaccination Postings**

- i. Hillel will publicly post (in the building and on its website) a list of resources where guests and staff can get information on testing and vaccination locations.

4. **SECTION 4 – Event / Meeting Policies**

An event / meeting is any gathering with more than one person, inside or outside of the Hillel building.

a. **Masks**

- i. Guests and staff will be required to properly wear a surgical or KN95 mask at all times while in the Hillel building or at a Hillel sponsored event/engagement. Staff will be permitted to move their masks only while eating or if in a closed-door office alone.
- ii. Proper mask wearing is required outdoors if social distancing is not possible.

b. **Gathering Limits** – Adhering to capacity limits, staff will determine the gathering limits based on the planned activities and current level of community spread.

c. **Food and Beverage**

- i. Only staff will be invited to eat in the Hillel building at this time. All program meals and snacks will be offered to-go for guests.
- ii. All food and beverage will be individually wrapped or served by Hillel staff who are masked and gloved.
- iii. All food made in the Hillel kitchen/building will be prepared wearing masks and gloves.
- iv. Only fully vaccinated individuals will have access to the Hillel kitchen. Guest access to the Milwaukee kitchen is based on staff discretion.
- v. Individual coffee meetings outside of the building are permitted if both parties are fully vaccinated and if masks are worn at all times unless the parties are

actively eating or drinking. There will always be a virtual option offered for coffee meetings.

- d. **On Campus Events** – Any student-run program on campus will need to abide by campus COVID-19 guidelines for large and small event gatherings. Staff will abide by university guidelines if in attendance.
- e. **Rideshare Policies for Events** – Hillel will continue to provide rideshare for students and young adults. Hillel will adhere to the policies set by each individual rideshare company.
- f. **Hillel Sponsored Travel** – The decision on whether or not to move forward with Hillel sponsored trips (both abroad and domestically), will be based on travel restrictions to and within the final destination, financial considerations, student interest and other relevant factors.
- g. **Exposure & Symptoms Protocol** – In the event that Hillel is made aware that there is a chance of exposure at an event or engagement from an individual who tests positive for COVID-19, the following protocol will be put in place.
 - i. Hillel staff will send an email to all participants of the event/engagement informing them that there has been a positive COVID-19 exposure and any other relevant information that the exposed individual wishes to share. The email will include the timeline of knowledge received. Hillel will NOT use any other identifying attributes (name, sex, age, etc.) without consent. Hillel will also include the most up-to-date CDC protocols regarding testing.
 - ii. Staff will adhere to the Section 1 - Staff Exposure & Symptoms protocol.

5. **SECTION 5 – Key Measures for Reconsideration – Suspension**

- a. We will be measuring these data points as a trigger for convening the Board of Directors for suspending building usage:
 - i. Five-day increase in the percentage of positive tests – Milwaukee County
 - ii. Governmental orders (federal, state, county, city) directly affecting Hillel’s onsite service areas building capacity, usage
 - iii. Expert guidance (ACA, CDC, etc.) directly addressing Hillel’s onsite service areas building capacity, usage
 - iv. Universities’ and MJF’s changes and protocols
- b. Should Hillel need to close/suspend in-person operation or expand safety protocols, the Executive Director in consultation with the Board Chair and Executive Committee, will notify the staff, students, and community at large through proper communication channels of changes.
- c. Easing of policies and restrictions requires Executive Committee approval. (Changes to policies and protocols will be reviewed with the EC on a monthly basis).