

BROWN RISD HILLEL

BRH COVID-19 Reopening Plan¹

To minimize the spread of the COVID-19 virus, Brown RISD Hillel (BRH) recognizes the policies and procedures of the [CDC](#), the [State of RI Department of Health](#), [Brown University](#), and the [Rhode Island School for Design](#) as they pertain to operating in a safe and responsible manner. All BRH personnel and visitors are required to take steps to reduce the transmission of communicable diseases in our building and to follow the guidelines below.

Safe Hygiene Practices

All individuals must take responsibility for promoting safe hygiene practices. The frequency of cleaning and disinfecting common spaces and high touch points will be increased, but individual behavior will be critical to reducing the risk of spread for all community members. Individual practice should include, but not be limited, to the following:

- Masks must be worn over the nose and mouth in all areas of the building, except when alone in an office or room.
- Wash hands for at least 20 seconds upon arrival to the building; throughout the day; after blowing one's nose, coughing, or sneezing; after using the restroom; and before eating. If soap and water are inaccessible, use hand sanitizer that is at least 60% alcohol.
- Hand sanitizer stations will be positioned at the entrance to the building. All visitors are expected to use sanitizer upon entry and exit.
- Avoid touching your face to prevent the potential transfer of the virus to or from surfaces.

¹ This plan is subject to modification as new regulations, information, and guidance become available from the U.S. Centers for Disease Control and Prevention, the U.S. Occupational Safety and Health Administration, Rhode Island Department of Health, other federal and state agencies, as well as Brown University and the Rhode Island School of Design.

- Practice social distancing by staying at least six feet away (two arm lengths) from other individuals.
- Do not use or touch other people's equipment or belongings.

Health Protocols

- Staff must monitor their health conditions daily before entering the building, including checking their temperature and being aware of all possible COVID-19 symptoms. The [Rhode Island COVID-19 Self-Checker](#) is available to help make decisions about seeking appropriate medical care.
- Staff must stay home from work, inform their supervisor, and contact their medical provider if they are experiencing symptoms of COVID-19, have tested positive for COVID-19, have been exposed to COVID-19 (identified contact), or are otherwise feeling sick.
 - Individuals who are diagnosed with COVID-19 must self-isolate. Individuals must immediately notify their supervisor of their diagnosis and continue following the guidance of their healthcare provider. The identity of anyone testing positive will be kept confidential by supervisors and will be shared with only University Human Resources, the Rhode Island Department of Health, contact tracers employed or contracted by the University, other employees or contractors of the University on a need-to-know basis, and any other person or entity as required by law.
 - Individuals may not return to the building until the criteria established by federal and state agencies to [discontinue home isolation](#) are met. Reasonable measures and consideration will be taken to enable employees to work from home if necessary.
 - Any individual who has been exposed to COVID-19 must seek medical treatment as soon as possible to determine if they need to be tested for the virus and/or meet the [criteria for quarantine](#).

- Staff must take responsibility for maintaining logs of their daily contacts, including student meetings, for contact tracing in the event of exposure to COVID-19. The [CRUSH COVID RI](#) response app includes features such as a location diary and symptom diary.
- Staff must take responsibility for reducing and minimizing their network of contacts and engage in behaviors that reduce and break the spread of COVID-19. Such behaviors include no hand shaking, ensuring one passenger at a time on an elevator (take the stairs whenever possible, and prioritize elevator use for those with mobility needs), and restricting unnecessary convening of groups, etc..
- Staff must follow [state law](#) when returning to Rhode Island from personal or business travel out of the state (note this does not apply to commuting to Rhode Island for work purposes).

Staff Work Arrangements

- Each staff member should discuss with his/her supervisor their specific work plan.
- Remote work will remain an option, depending on individual roles.

Office Space & Meetings

- All offices will be one person per office at all times. Staff are responsible for sanitizing their work space at the end of each use, including phone, computer, and other high touch areas. Each office will be equipped with hand sanitizer and disinfectant wipes.
- The staff office suite, including restrooms, will only be open to staff.
- In general, meetings should be prioritized as follows:
 - Virtually/telephonically
 - Outside, when feasible and safe to do so, adhering to social distancing rules (face coverings and a minimum distance of six feet between individuals).
 - Indoors, in a space large enough to maintain appropriate social distancing, including face coverings and a minimum distance of six feet between individuals. Indoor meeting spaces will have a cleaning basket with

disinfecting supplies. Users are responsible for wiping down surfaces both prior to the meeting, and before exiting the space.

Facilities / Cleaning

- Facilities Management will assist BRH with COVID-19 precautions and review of protocols to mirror other Brown buildings.
- Maintenance staff will be trained by Brown Custodial Services to ensure consistency and efficiency. All cleaning and disinfecting supplies will be approved EPA items.
 - In addition to the regular cleaning schedule, high touch areas will be disinfected at least once a day. These areas include, but are not limited to door handles, countertops, light switches, tabletops, telephone receivers, thermostats, elevator buttons, restroom fixtures, and handles.
- Plexiglass has been added to the front desk to protect employees. A table top plexiglass shield has also been constructed to be used for registration/event check in/food distribution, etc.
- The HVAC system will be evaluated so that ventilation systems operate properly, to increase circulation of outdoor air as much as possible, and to increase filter efficiency.
- Staff and students will have access to alcohol-based hand sanitizer, masks, gloves, and disinfecting wipes.
- The employee sorting and distributing the mail must wear a mask and gloves. They must wash their hands before and after sorting and distributing the mail.
- Rental of facility space (not including Brown tenants) is unavailable until further notice.
- Access to Hillel will be limited to BRH staff and Brown/RISD students, faculty, and staff. This does not include mail/deliveries.

Signage/Capacity/Building Flow

- Staff will enter and exit the building through the rear door. Any other entrants (students, vendors, etc.) will enter and exit through the main entry on the first floor.

- Signage, consistent with Brown University, has been placed throughout the building (lobby, bathrooms, elevator, high traffic areas, etc.) to highlight expectations and proper COVID-19 etiquette.
- Decals, consistent with Brown University, will be added to the floor to encourage social distancing and to chairs/objects to indicate which items can or cannot be used.
- Furniture will be moved/removed to allow for adequate social distancing.
- Table top signage will indicate the maximum number of users.
- The capacity of specific rooms will be based on Brown's model of building de-densification and will be indicated by prominent signage throughout the building.

Student Programming (Fall 2020)

- Student programming must follow [Brown's Extracurricular Activity Policies for Fall 2020](#).
- All undergraduate classes will be taught remotely from September 9 until the week of October 5. As such, there will be no in person events at Hillel; all programming will be virtual. If it is decided on September 11 that in-person classes will begin on October 5, this policy will be re-evaluated.
- In accordance with Brown policies, Hillel will offer virtual participation options to students. If/when protocols allow, Hillel will plan to offer a hybrid strategy for fall events and activities which limit the frequency and size of face-to-face interactions, and leverage alternatives (e.g. outdoor spaces) to promote physical distancing when possible.

Food, Kitchens & Amenities

- All food will be prepackaged and kept sealed for either bulk or individual meal distribution. No food will be served in a buffet or family style setting.
- All staff distributing food must wear a face mask and gloves.
- New policies will be implemented for those events involving food. These policies may include ticketing events, utilizing RSVP requirements for participation, and providing attendees with a well-defined message about the nature of risk associated with participation in specific events given the current pandemic.

- The Hillel kitchen will not be available for programming. It will be used for food service purposes only and will be kept locked.
- The staff kitchen (including refrigerator) will be off limits, with the exception of the filtered water station. After each use, staff must wipe down the area before leaving.
- The coffee/tea station in the lobby will not be available.

Any questions or concerns should be directed to covidconcerns@brownrisdhillel.org.

For emergency situations call the Brown Department of Public Safety at 401-863-4111.