SECURE COMMUNITY NETWORK

BACK IN BUSINESS

2 June 2020
BACK IN BUSINESS

A Guidance Document on Welcoming People Back to Jewish Facilities in a New Reality
MISSION

To ensure the safety and security of the Jewish community in North America.
Six Steps to Consider

• Assemble a Team. It begins with careful coordination
• Prepare Your Facility. Inspect, clean, repair and repurpose
• Bolster Your Security. New threats and new procedures may require a new posture
• Prepare Your People. For workers and members, communication is key
• Monitor Your Progress. Things can change in an instant
• Plan for the Next Incident. The next one is coming
ASSEMBLE A TEAM

- Identify Your Team Members
- Assign a point person for public health
- Assign a point person for communications
- Understand the orders you are under
- Understand what your neighbors are doing
- Define your recovery goals
- Adjust your insurance coverage
- Announce the team to the organization
COMMUNICATIONS PLAN

• Provide one email address to which concerns or questions can be sent.
• Create internal communication channels and plans to address concerns.
• Develop and distribute a FAQ—for staff, parents, members and other specific groups.
• Provide regular updates via email and communicate when those updates can be expected.
• Post signage throughout the facility.
COMMUNICATIONS PLAN

What Should Be Conveyed At Every Briefing or Communications

• Affirmation that the health, safety and security of people are paramount
• The status of the facility
• The new safety measures that have been put in place
• Any individual requirements to be met for persons to return to the facility
PREPARE YOUR FACILITY

• Inspect the facility and make repairs as needed
• Clean and disinfect the facility, hiring a specialized team if needed
• Manage venue rentals and event reservations
• Create space to permit social distancing
• Specify access points and modify entries and exits
• Limit touch points
• Understand landlord restrictions
• Coordinate with tenants
PREPARE YOUR FACILITY

• Establish boundaries within the facility if only certain parts are to be reopened
• Set up an enhanced cleaning protocol
• Restrict the use of common food preparation facilities
• Identify any needs for temporary facilities
• Put up signs to explain movement patterns, social distancing requirement and health protocols.
• Place hand sanitizer throughout the facility
• Implement bathroom occupancy limits and strict cleaning schedules.
Bolster Your Security

- Update—or make—your security plan
- Identify new threats and risks
- Alert local law enforcement
- Ensure new screening processes do not compromise security
- Assess security budget constraints
- Hire new staff as needed

“SCN Low Cost/No Cost Checklist and Organizational Assessment Template”
Prepare Your People

- Determine who is permitted to return and when
- Stagger staff returns
- Prohibit at-risk individuals as needed
- Give staff the alternatives they need
- Prepare training procedures for reopening
- Understand (un)feasibility of temperature checks and other precautions
- Prepare social distancing protocols
Monitor Your Progress

- Continue checking in with staff
- Compare your progress with other local institutions
- Complete a formal review of your process and procedures after the first week and then at least monthly thereafter
- Monitor local, state and national trends
- Monitor local, state and national changes in restrictions
- Stay alert to reports in your community of infection
Prepare for the Next Incident

• Carefully document your actions throughout the reopening process
• Note what has worked well and worked poorly
• Evaluate what you wish you could have done differently during the initial shutdown
• Plan for a future public-health related shutdown
• Evaluate and update your emergency operations plan at regular intervals
• Prepare for a situation where you may be out of your facility for an even longer period of time
Reporting An Incident

• Call 9-1-1 to report a suspicious incident.

• If applicable, notify local reporting authority (e.g., Security Director)

• Notify SCN Duty Desk immediately afterwards.
Questions?
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THANK YOU

DutyDesk@SecureCommunityNetwork.org
844-SCN-DESK