

# Temple Rodef Shalom

## Guidelines for In-Person Gatherings- Checklist for Programs and Events

Last amended 06/14/2021

We are thrilled to begin to welcome people back into our Temple for both indoor and outdoor gatherings. The below checklist is intended to be a resource for anyone planning Temple-sponsored in-person programs and events. Please use these guidelines to determine where, how and in what format your program or event will take place. We ask that two people from the planning group take responsibility to ensure that all in-person programs follow these approved guidelines.

### **Name and purpose of event:**

### **Name and contact information (phone number and email for host(s):**

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\_\_\_\_\_ All participants must register in advance. No walk-in participants may attend. Registration should collect attendees' first and last names, mobile phone numbers, and email addresses.

\_\_\_\_\_ Participants are required to wear masks at all times inside the TRS building. (Mask guidance is also available on our website [here](#).)

\_\_\_\_\_ To facilitate social distancing, 6 feet of distance has been factored into room capacities, including covered outdoor spaces like the Social Hall Terrace or Mishkan Terrace. A list of space capacities can be found here ([LINK](#)).

\_\_\_\_\_ No shared food or drink is permitted indoors. Personal food and beverage consumption is discouraged.

\_\_\_\_\_ Hosts should ensure that participants can safely enter and safely exit the space.

\_\_\_\_\_ Reasonable attempts will be made by hosts to accommodate those who can not participate in in-person activities (e.g., including a virtual option, if possible, or an at-home version of the event).

\_\_\_\_\_ If singing is a necessary part of the event, additional risk mitigation must be considered: masks must remain on and physical distance must increase between each person or household.

\_\_\_\_\_ Any event that includes participants under the age of 18 requires 1 chaperone for every 10-12 people under 18. We cannot, under any circumstances, exceed this number.

\_\_\_\_\_ The host is responsible for complying with Temple program procedures including completing the Calendar Request Form. Please contact Nathan Smuckler for more information.

*\*There are some groups of people who for medical reasons might not be able to wear masks. We encourage those who cannot wear masks, and those who are at elevated risk to join us virtually. Per CDC guidelines, these groups include children under the age of 2 or anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.*