Dear JCC Community,

We hope this finds you and your families healthy. We miss seeing you in person and feeling the energy you bring to our building every day.

We have been hard at work planning for a smart, safe building reopening with the health of our community in mind. New health and safety protocols have been put in place for everyone who enters the building. We have developed an online reservation system, re-mapped spaces to support social distancing, incorporated CDC-endorsed cleaning and disinfection protocols, and much more. Our plans have been reviewed by physicians, an industrial hygienics consultant, and architects to ensure the JCC opens in accordance with all CDC and New York City guidelines.

This document, prepared with KAHN Architecture, represents key elements of our reopening process. It is provided as an overview of certain high priority protocols and guidelines that help meet and exceed those guidelines. At the time of this document’s preparation, we have received preliminary guidance from both the Governor’s and Mayor’s offices on reopening fitness operations. We will continue to refine our protocols to reflect any additional guidelines for reopening the fitness center, gymnasium, pool, and personal training spaces.

*Please note that the JCC Nursery School operations are subject to different protocols than general building and Health Club operations. Please contact the nursery school directly with questions about school procedures, protocols, and guidelines.

Thank you for your commitment to the health and safety of our community, and for your patience and loyalty. Your belief in the power of community to get us through tough times is what keeps us strong. We look forward to welcoming you back to the JCC.

Warm Regards,

Rabbi Joy Levitt
Executive Director
As the JCC begins a phased reopening, we have adopted a set of protocols to safely prepare our building for your arrival. New health and safety protocols have been put in place for everyone who enters the building. The practices contained herein provide multiple layers of protection to everyone entering the building, and are informed by the guidance issued to date by governmental and public health authorities, including the Centers for Disease Control and Prevention and the New York State and City Departments of Health, and are consistent with requirements set forth to date in New York’s Regional Guidelines for Reopening New York. This document will be updated as needed as the JCC will continue to adhere to all guidelines set forth by the city and state.

**Cleaning & Disinfecting**
- Pre-Opening Checklist
- Re-Opening Checklist
- Supplies

**Occupancy**
- Safety & Courtesy
- COVID-19 Confirmation

**MEP Systems & Maintenance**
- Air Ventilation & HVAC Solutions
- Water Management

**Entrance & Lobby**
- Entering the Building
- Moving Through & Exiting the Building

**Health Club & Public Spaces**
- Common Hallways
- Elevators
- Stairwells
- Restrooms
- Health Club
- Nursery

**Remote Working & In-Office**
- Remote Work & In-Office
- Practicing Healthy Hygiene
- Public Spaces

**References**

**Fitwel Certification**
KNOW THE DIFFERENCE
WHAT DO WE MEAN BY...

CLEANING
Removes dirt and germs from surfaces or objects. Cleaning uses soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

SANITIZING
Kills germs on surfaces or objects. Disinfecting uses chemicals to kill germs. 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.

DISINFECTING
Lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

-CDC¹

¹ Know the difference between cleaning, disinfecting and sanitizing
The following guidelines address the cleaning, sanitization, and disinfection of the facility, and are designed to ensure the health and safety of our staff and patrons. These guidelines are informed by the recommendations issued to date by governmental and public health authorities, including the Centers for Disease Control and Prevention and the New York State and City Departments of Health. The Building Maintenance Staff will receive all applicable training in accordance with the guidelines set forth by the Occupational Health and Safety Administration, with respect to reducing the risk and spread of COVID-19.

- Hospital-grade disinfectants and proven methodology will be used to sanitize the building.
  - CDC recommends cleaning surfaces first before disinfecting.
  - Disinfectants are EPA-registered & approved.
  - Electrostatic spraying is a new technology utilizing electrostatic application of EPA-approved disinfectants, which are atomized as they are discharged from the sprayer and form a solid uniform coating that attaches to surfaces.

- EPA-approved disinfectants and cleaning solutions will be maintained and replenished as recommended by manufacturer.
- Hand Sanitizer dispensers and disinfectant wipes will be visible throughout the building. The dispensers will be monitored throughout the day to ensure they are fully stocked and available for all visitors and guests.
- PPE – Masks and gloves shall be used by all building maintenance staff.
- All building cleaning staff shall be trained as per OSHA guidelines with the most up-to-date methods to ensure proper cleaning and disinfecting of surfaces.
- All carpeting and rugs have been cleaned and disinfected.
- All hard (non-porous) surfaces and soft (porous) surfaces have been cleaned and disinfected using CDC guidelines and protocols.
- All HVAC vents have been cleaned/filters changed as recommended by ASHRAE.
The following guidelines indicate the minimum frequency with which these public spaces will be cleaned using EPA-registered disinfectants\(^\text{3}\) that are effective against COVID-19. Cleaning will be conducted by Building Maintenance Staff unless otherwise indicated.

**PUBLIC SPACES:**

**LOBBY**
- Security desks – every 30 min
- Door handles & push bars – every 30 min
- Elevator panel & buttons – every 30 min

**COMMON HALLWAYS**
- Door handles & push bars – every hour
- Check & replenish hand dispensers throughout building – 3x/day

**ELEVATORS**
- Walls, rails, interior and exterior panels & buttons – every 30 min

**RESTROOMS**
- Clean & disinfect – every 30 min
- Check & replenish soap & hand sanitizer dispensers – every 30 min
- Check & replenish paper towel supply – every 30 min

**STAIRWELLS**
- Stairway rails, door handles, & push bars - 4x/day

\(^{3}\) **Cleaning and Disinfection for Community Facilities**
The following guidelines indicate the minimum frequency with which these department spaces will be cleaned. Cleaning and disinfecting protocols are based on CDC recommendations with further guidelines available here. This is in addition to the signage about cleaning that was recommended to be placed in these spaces.

DEPARTMENT-SPECIFIC PROTOCOLS:

**FITNESS CENTER**
- Check hand sanitizer and wipe stations stock – 3x/day
- Clean & sanitize all machines and equipment between sessions*
- Deep clean/disinfect all gym surfaces – throughout the day
- Clean HVAC vents – 2x/month

*Health Club members will be asked to participate

**NURSERY SCHOOL***
- Sanitize all high-touch surfaces including desks, counters, and door handles using EPA-registered disinfectant products – 3x/day
- Check hand sanitizer machines in room – 3x/day
- Disinfect nursery classrooms with electrostatic spraying – overnight
- Clean HVAC Vents – 2x/month

*Nursery School protocols may vary, please check with Nursery School for updates.

**CLASSROOMS**
- Sanitize all high-touch areas including tables, chairs, and door handles – between classes
- Check hand sanitizer machines in rooms – daily
- Small to medium-sized rooms cleaned with electrostatic spraying
- Larger program spaces cleaned with UV-C light
- Classroom carpets cleaned & disinfected – 1x/week
- Clean HVAC vents – 2x/month

**OFFICES**
- Disinfect using electrostatic spraying – 3x/week
- Carpets cleaned & disinfected – 1x/week

**AUDITORIUM**
- Clean auditorium spaces with UV-C light – regularly
- Disinfect all high touch surfaces (e.g. light switches, handrails) - daily

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* Guidance for Cleaning and Disinfecting
* Reopening New York – Gyms & Fitness Center Guidelines

KAHN architecture | SEPTEMBER 14, 2020
Following CDC recommendations, we have developed a supply chain plan of the following equipment to forecast expected utilization and ensure continued availability.

**SURFACE CLEANING PRODUCTS:**

**DISINFECTANTS**
To disinfect and sanitize all surfaces, we have ensured that all products are selected EPA-registered disinfectants for use against SARS-COVID-19. See full list [here]#section6.

**INDIVIDUAL CLEANING PRODUCTS:**

**HAND WASHING**
We have ensured that there is sufficient soap, water, and paper towels for frequent hand washing of 20 seconds each time.

**WIPES**
As recommended by the CDC, if wipes are to be used for sanitizing surfaces, ensure that they are at least 70% alcohol. These will be placed in sanitization stations alongside hand sanitizer and signage instructing users to wipe down surfaces within the health club.

**HAND SANitizer**
If soap and water are not readily available, use a hand sanitizer containing minimum 60% alcohol. Dispensers will be placed in high-traffic areas.

**PERSONAL PROTECTIVE EQUIPMENT (PPE):**

**GLOVES**
It is recommended by the CDC that gloves are used for cleaning and caring for individuals infected with COVID-19. We have ensured that there is adequate supply for these uses.

**MASKS**
Masks are required for all individuals entering the JCC. Non-medical masks are recommended to be used. Children under 2 should not be wearing a mask.7
The following protocols will apply to all Building Maintenance Staff and are in line with OSHA requirements, as well as NIOSH and CDC.

**TRAINING**

All Building Maintenance Staff will be re-trained for use with EPA-approved disinfecting products and will meet OSHA recommendations for Environmental Service Workers. Building Maintenance Staff will be re-trained on new cleaning protocols for frequency, identifying high-touch surfaces, and new cleaning practices.

**COVID-19 CONFIRMATION**

Should a Building Maintenance Staff have a suspected or confirmed case of COVID-19, they will follow the same procedures outlined for all individuals in the JCC.

**SOCIAL DISTANCING**

Maintaining a minimum 6’ distance from other individuals will be practiced by Building Maintenance Staff throughout the day where possible.

Individuals in the JCC are recommended to maintain a distance of 6’ from one another and limit face-to-face interaction where possible to reduce spread of the virus.

NYS Department of Health requires all individuals to practice social distancing when in public.

Social distancing will be reinforced through directional and educational signage.
The following protocols will apply to all Building Maintenance Staff and are in line with OSHA requirements\textsuperscript{11}, as well as NIOSH and CDC.

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

PPE will be required for all Building Maintenance Staff working at a custodial or maintenance capacity. Face masks and gloves will be provided, especially for those who may be at higher risk of infection. Along with the aforementioned PPE, respirators will already be available to staff\textsuperscript{12} based on their role and exposure to chemicals. All PPE will be disposed of in a secure designated receptacle with clear guidelines on best practices for disposal.

All individuals entering the building are required to wear a face mask throughout their time in the JCC, except for individuals younger than 2 years old. Masks should fit snugly but comfortably against the side of the face, completely covering the nose and mouth and limiting transfer of respiratory droplets; secured with ties or ear loops; and allow for breathing without restriction.\textsuperscript{13}

Face covering requirements will be reinforced with instructional signage.
In the event of a confirmed or suspected COVID-19 case, clear procedures are outlined for health and safety as recommended by the CDC and the NYS Department of Health. These protocols apply to individuals upon entering the JCC, those that are already in the building, and all the JCC staff.

IDENTIFY & RELOCATE
1. Once a suspected or confirmed case of COVID-19 is identified, that individual will be removed from the JCC as soon as possible. *For children and young adults* - parents/guardians will be immediately contacted to pick up the dependent.
2. If the individual is not able to leave immediately, an isolated enclosed space will be provided for waiting to reduce virus spread.

COMMUNICATION & PROTECTION
3. Any areas where the confirmed individual used for a prolonged period will be immediately closed off, cleaned and disinfected per NYS DOH guidelines.
4. JCC Personnel will reach out to NYS and NYC Department of Health to report the COVID-19 case and initiate contact tracing.

LEAVE & RETURN
6. To return to the JCC, the individual will need to meet 3 requirements outlined by the CDC:
   a. At least ten days have passed since symptoms first appeared.
   b. At least three days (72 hours) fever free without medication.
   c. Improvement in respiratory symptoms (e.g. coughing).

DISINFECT THE AREA
5. Building Maintenance Staff will wait 24 hours prior to cleaning and disinfecting to minimize exposure for other individuals. If 24 hours is not feasible, we will wait as long as possible.

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14 CDC Cleaning-Disinfection
15 Interim Guidance for Gyms & Fitness Centers During the COVID-19 Public Health Emergency
As we prepare to reopen our facility, we have taken a number of proactive steps with respect to our building systems and infrastructure. The following protocol outlines these steps and reflects our commitment to providing a safe and healthy environment for the return of our staff and members. These guidelines are informed by the recommendations issued to date by governmental and public health authorities, including the Centers for Disease Control and Prevention (CDC), the Leadership in Energy and Environmental Design council (LEED), and the American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE). The Building Operations staff will receive all applicable training in accordance with the guidelines set forth by the Occupational Health and Safety Administration (OSHA), with respect to reducing the risk and spread of COVID-19.

**AIR QUALITY**

We are following all CDC guidelines with respect to air quality in our building as we respond to the COVID-19 pandemic. A key method to reducing the spread of the virus is to bring more outside air into the building. Bringing fresh air into the facility and flushing the existing air out prevents particles that carry the virus from lingering in the air and settling in the building. Therefore, our new air handling guidelines include:

- Increased ventilation rates in all public spaces
- Increased percentage of outdoor air that circulates into the system to the maximum rate permitted
- The repair and replacement of VAV & VFD controllers to allow for better situation flexibility in building

In order to achieve these new standards, we have made the following changes to our air handling systems:

- Increased the rating of our building’s air filtration system
- Upgraded to MERV 13 air filters in all major air handlers
- Maintain system controls to keep relative humidity below 60%.
- Installed UV disinfection in all major handlers
- Purchased portable UV disinfection machines that will be used on the 4th floor and to disinfect entire nursery rooms.
- Purchased standalone HEPA filtration units for high traffic or risk areas.
WATER MANAGEMENT PROGRAM

- Continue to perform monthly Legionella inspections and upgrade HVAC system to allow for intensified protocols of killing Legionella
- Continue to flush domestic hot/cold water system to avoid bacteria in the water lines
- Maintain standalone filtered water units in fitness center

ADDITIONAL SYSTEM MAINTENANCE

- Test and make safe any systems that have been used infrequently during the crisis
  a. Inspect chilled water coils
  b. Pre-heat coils
  c. Clean induction units
- Check elevator alarms and communications to ensure they are working properly
- Test the fire alarm system and make sure all devices throughout building are working
- Bring the chiller plant back online and perform any necessary maintenance
Clear entry and exit protocols are essential in reducing the chance of transmission of the virus within the JCC. The following protocols align with CDC guidelines provided in the Resuming Business Toolkit.

**PRE-ENTRY**

- Health Club members must reserve workout slots in advance using the JCC/MindBody reservation system. Sessions will be 90 minutes; reservations will be staggered and vary in length.

- Prior to entering the JCC, members will receive a reservation confirmation with a link to their health declaration (that they show no signs of illness, fever, etc.) which needs to be completed in order to enter the facility. The health declaration must be completed in advance of each visit. A current fitness waiver must be on file for each participant and only needs to be completed once.

**ENTRY**

- Health Club members → WEST 76TH STREET
  
- Nursery School → AMSTERDAM AVENUE

- Staff will be stationed in the lobby to welcome, conduct temperature check, check in members, and manage the traffic flow.

- Touchless temperature checks will be required upon entry of the premises. Upon arrival at the building and admission past Security, members will be guided to temperature check stations. They will receive a quick, touch-free temperature scan. If over 100.4 they will not be permitted to proceed further into the building.
ENTRANCE & LOBBY GUIDELINES

MOVING THROUGH & EXITING THE BUILDING

Clear entry and exit protocols are essential in reducing the chance of transmission of the virus within the JCC. The following protocols align with CDC guidelines provided in the Resuming Business Toolkit.

• The JCC will be using signage to direct traffic patterns and utilize stairwells in the building to facilitate social distancing and reduce traffic crossover.

• All persons intending to use the Health Club (pool, fitness center, gym, or personal training) should take Stairwell B (to the right of the elevator bank). Those coming for the nursery school* should use Stairwell A (to the left of the elevator bank).

• Signage will indicate which elevators are designated for various floors, and members traveling to the Health Club will be asked to adhere to one person or one immediate contact circle per elevator car.

*Other protocols may apply.

MOVING THROUGH THE BUILDING

EXITING

HEALTH CLUB MEMBERS  →  WEST 76TH STREET 
NURSERY SCHOOL  →  AMSTERDAM AVENUE

• Members using the Health Club should follow the directional markers on the floor towards Stairwell B only and proceed to the 76th Street door to exit. Those attending the nursery school* should use Stairwell A only.

• If members are unable to take the stairs, they will follow best social distancing practices by waiting for an empty elevator car in order to ride down and exit the building.

*Other protocols may apply.
Maintaining a safe and healthy environment for our staff and members is our top priority. To do so will require the JCC to change the behaviors that were commonplace before COVID-19. These protocols take into account the new guidelines. Where possible, certain staff who can work remotely and remain equally productive will continue to do so, at least in the short-term. In an effort to support a more mobile workplace, we have:

- Created a clear communication plan on how information will be shared with employees both in the office and remotely for consistency and inclusivity.
- Assessed any increase of potential cyber risk that may be incurred due to remote working in order to enhance security.
- Limited in-person meeting and movement for those who will be working in the building.
- Asked staff to use telephone and video conferencing to conduct meetings whenever possible.
- Asked staff to ensure that, if in-person meetings are required, a 6’ distance is maintained, face coverings are worn, and there is no sharing of any items.

16 CDC Staggering Shifts
With a heightened awareness of hygiene, the following best practices have been implemented:

**ENCOURAGE ETIQUETTE**

Cover up when sneezing or coughing, dispose of tissues immediately after use. Masks are required in the building.

**DON’T SPREAD GERMS**

Please use available disinfectant wipes before and after using any shared equipment like printers/copiers, water coolers, or drink dispensers to ensure heightened hygiene.

**HAND WASHING**

Employees should practice frequent hand washing of at least 20 seconds each time throughout the day. Additionally, employees should use alcohol-based hand sanitizer (at a minimum 60% alcohol) throughout the day as they move throughout the building.

**SHARING GUIDELINES**

Employees should not share desks, phones, mouse, stationery and any other office equipment.
GUIDELINES:

1. We will frequently clean high-touch surfaces, such as door handles, to reduce virus spread following the New Cleaning Guidelines.
2. We have placed floor demarcation signs to maintain social distance in areas where people will need to queue.
3. We have included signs for reminders of practicing good hygiene such as hand washing and wearing a face mask.
4. Limit face-to-face interaction where possible.
5. We have installed hand sanitizer dispensers on every floor throughout the building to promote heightened hygiene.
GUIDELINES:

1. We will frequently clean high-touch surfaces, such as elevators, to reduce virus spread following the New Cleaning Guidelines.
2. For those coming to the Health Club, we will limit the number of people in an elevator at any given time, with a maximum of 1 person at a time or with members of one’s immediate contact circle. Nursery school will adhere to pods of 4-6 students plus one teacher.
3. Visitors will be asked to use the stairwell when possible to reduce elevator congestion.
4. We have provided signage regarding social distancing and other safe practices in each elevator queuing area.
5. Individuals are required to wear masks while in the elevators and should face away from one another.
6. We have installed hand sanitizer dispensers near the elevator banks on each floor of the building.
7. We have placed social distancing markers on the floor of the elevators for the nursery school.
8. We have placed floor demarcations near elevator banks in high-traffic areas for queuing while maintaining 6’.
GUIDELINES:

1. We are asking our staff and members to use stairwells, when possible, instead of the elevators, in an effort to reduce congestion.
2. We have increased the cleaning of stair rails, doorknobs, and push bars as high-touch surfaces as indicated in New Cleaning Guidelines.
3. We have checked that fire exits and escape staircases are clear of obstructions and are unlocked in the reopening preparation.
4. We have installed floor decals to indicate direction of travel in narrow stairways to reduce face-to-face congestion.
   - Stairwells A will be reserved for nursery school students and personnel.
   - Stairwells B will be reserved for those who need to access the Health Club (pool, fitness center, gym, or personal services).
RESTROOMS

GUIDELINES:

1. We have installed clear signage in the restrooms to encourage cough/sneeze etiquette, including detailed instructions on hand washing and drying. We have included signage and demarcations to encourage employees and patrons to form a line outside the restroom and maintain distanced queuing outside of the restroom door.
2. We have supplied each restroom with paper towels to mitigate aerosol transmission, based on current CDC recommendations.
3. We are supplying restrooms with no-touch waste baskets.
4. We have increased the frequency of cleaning and disinfecting restrooms including high-touch surfaces with EPA-registered disinfectants as indicated in New Cleaning Guidelines.
5. Reduce all public restroom occupancy by 50%.

Install clear signage in the restrooms with detailed instructions on hand cleaning.

Wash hands with soap and water or use hand sanitizer containing at least 60% alcohol.

Use touchless sensors where possible.
The following documents have been referenced for JCC’s reopening. It is recommended that JCC reviews these federal and state guidelines, as well as the advisories from leading industry institutions for a comprehensive view.

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As COVID-19 spreads, the connection between health and our environment becomes increasingly clear. While there is still much that is unknown about this virus, we believe that a health-promoting workplace can contribute to the prevention of the spread of disease and support occupant well-being. Fitwel, a global building certification system, provides valuable design and operational strategies aimed at promoting holistic health and preventing chronic conditions. These tactics are especially relevant in the midst of the COVID-19 pandemic, given the significantly higher risk of death among COVID-19 patients suffering from chronic disease. In New York 90% of COVID-19 fatalities have been among individuals with at least one other health condition. Promoting holistic health enhances the resilience of a population and can mitigate severe outcomes related to COVID-19 and other infectious diseases.

Several of the recommendations within this report earn points toward Fitwel certification:
• Educational signage
• Strengthened cleaning protocols
• Increased ventilation
• Increased use of stairwells

Additionally, several of the existing initiatives and activities of the JCC contribute to Fitwel credits:
• Access to fitness facilities
• Health programming
• Access to showers and lockers
• Access to public transportation and neighborhood amenities
• Outdoor amenities (i.e., rooftop activities)

For more information on Fitwel certification, please contact: https://www.fitwel.org/