

**Covid-19**

**West London Synagogue  
Preparedness and Awareness Booklet**

**Updated 17<sup>th</sup> June 2020**



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Health advice in relation to Covid19 is constantly changing. Whilst we intend to provide practical advice in this booklet, this cannot be a substitution for expert advice from a medical practitioner, ideally someone who is familiar with your personal circumstances, and should be read in that context.

# Coronavirus (COVID-19)

General information (updated 24 March 2020 from the NHS website)

**COVID-19 is a new illness that can affect your lungs and airways. It's caused by a virus called coronavirus.**

## Stay at home to stop coronavirus spreading

Everyone must stay at home to help stop the spread of coronavirus. This includes people of all ages – even if you do not have any symptoms or other health conditions.

You can only leave your home:

- to shop for basic essentials – only when you really need to
- to do one form of exercise a day – such as a run, walk or cycle, alone or with other people you live with
- for any medical need – for example, to visit a pharmacy or deliver essential supplies to a vulnerable person
- to travel to and from work – but only where this is absolutely necessary

## What to do if you have coronavirus symptoms

Continue to stay at home if you have either:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

To protect others, do not go to places like a GP surgery, pharmacy or hospital. Stay at home. Use the 111 online coronavirus service to find out what to do. Only call 111 if you cannot get help online.

## **What to do if you need medical help for another reason**

If you need medical help not related to coronavirus, do not go to places like a GP surgery, pharmacy or hospital.

- For health information and advice, use the NHS website or check your GP - surgery website.
- For urgent medical help, use the NHS 111 online service. Only call 111 if you're unable to get help online.
- For life-threatening emergencies, call 999 for an ambulance.

## **Advice for people at high risk**

If you're at high risk of getting seriously ill from coronavirus, there are extra things you should do to avoid catching it.

These include:

- not leaving your home – you should not go out to do shopping, visit friends or family, or attend any gatherings
- avoiding close contact with other people in your home as much as possible

Read the full advice on protecting yourself if you're at high risk from coronavirus on [GOV.UK](https://www.gov.uk).

## **Who is at high risk?**

If you're at high risk, you would have been contacted by the NHS by Sunday 29 March 2020. Do not contact your GP or healthcare team at this stage – wait to be contacted.

You may be at high risk from coronavirus if you:

- have had an organ transplant
- are having certain types of cancer treatment
- have blood or bone marrow cancer, such as leukemia
- have a severe lung condition, such as cystic fibrosis or severe asthma

- have a condition that makes you much more likely to get infections
- are taking medicine that weakens your immune system
- are pregnant and have a serious heart condition

## **Things you can do to stop the infection spreading**

### **Do**

- **wash your hands with soap and water often – do this for at least 20 seconds**
- **use hand sanitiser gel if soap and water are not available**
- **cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze**
- **put used tissues in the bin immediately and wash your hands afterwards**
- **stay 2 metres (3 steps) away from other people, if you need to go outside**

### **Don't**

- **do not touch your eyes, nose or mouth if your hands are not clean**

## **How coronavirus is spread**

Because it's a new illness, we do not know exactly how coronavirus spreads from person to person. Similar viruses are spread in cough droplets.

## **Pregnancy advice**

If you're pregnant and worried about coronavirus, you can get advice about coronavirus and pregnancy from the Royal College of Obstetricians and Gynecologists - click [HERE](#)

## **Treatment for coronavirus**

There is currently no specific treatment for coronavirus.

Antibiotics do not help, as they do not work against viruses.

Treatment aims to relieve the symptoms while your body fights the illness.

You'll need to stay in isolation, away from other people, until you have recovered.

## **More information**

- [GOV.UK: information on coronavirus and the situation in the UK](#)
- [GOV.UK: coronavirus action plan](#)
- [NHS England: coronavirus for health professionals](#)

## Government Guidelines Updated on 10<sup>th</sup> June

### Stay Alert

We can all help control the virus if we all stay alert. This means you must:

- stay at home as much as possible
- work from home if you can
- limit contact with other people
- keep your distance if you go out (2 metres apart where possible)
- wash your hands regularly

**Do not leave home if you or anyone in your household has symptoms.**

### Lockdown measures

Although some lockdown measures have been eased, you **must continue to observe social distancing guidelines at all times when you are outside your home**, ensuring you are **2 meters away from anyone outside your household**. Where social distancing isn't possible and where you come into contact with people you don't normally meet, such as on public transport, it is advisable to wear face-coverings.

As of Monday 1 June, there are a limited number of things you can do that you could not do before. They are as follows:

- Spend time outdoors in groups of up to six people following social distancing guidelines (keeping 2m apart).
- Visit car showrooms and outdoor markets.
- In line with the arrangements made by your school, send your child to school or nursery if they are in early years, reception, year 1 or year 6.

However, you still **cannot**:

- visit friends and family inside their homes

- stay overnight away from your own home, except for in a limited set of circumstances, such as for work purposes
- exercise in an indoor sports court, indoor or outdoor gym or leisure centre, or go swimming in a public pool
- gather outdoors in a group of more than six (excluding members of your own household)

If you are unsure of what has changed and what you can and can't do, please [click here](#) for a list of the Government's frequently asked questions.

## **NHS Test and Trace**

NHS Test and Trace aims to control the coronavirus rate of reproduction 'R' and reduce the spread of infection.

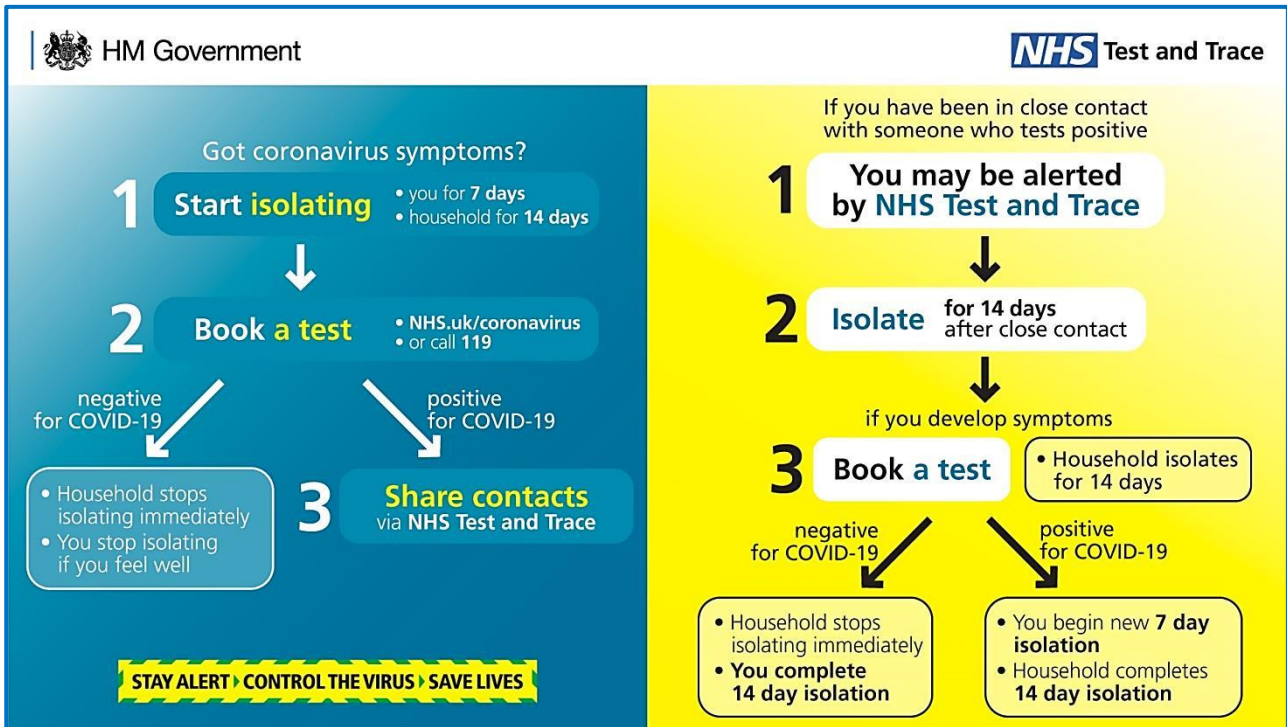
We all have a role to play in helping to make the Test and Trace service work. If you have symptoms of coronavirus, you must stay at home and [ask for a coronavirus test through the NHS](#) or by calling **NHS 119**.

You must take the following steps if you have coronavirus symptoms or are contacted by NHS Test and Trace that you have been in close contact with someone with coronavirus:

1. **If you have one or more symptoms of coronavirus**, which are a high temperature, a new, continuous cough, or a loss of, or change in, your normal sense of taste or smell (anosmia), **you must immediately self-isolate**.
2. You then must **book a test using [nhs.uk/coronavirus](https://nhs.uk/coronavirus) or call 119**. Testing is now available for anyone who has symptoms.
3. If you test positive, you will be contacted by **NHS Test and Trace** who will help you identify who you have been in contact with and will gather their contact details. You must isolate for 7 days. People identified as having been in close contact with someone who has a positive test must stay at home for 14 days, even if they do not have symptoms.

**Please refer to the diagram on the next page** which outlines these steps. More information on how the NHS Test and Trace works can be found [here](#).





### Updated government advice on shielding

People who are shielding can now leave their home if they wish, as long as they are able to maintain strict social distancing.

If you choose to spend time outdoors, this can be with people you live with. If you live alone, **you can spend time outdoors with one person from another household**. Ideally, this should be the same person each time. If you do go out, you should take extra care to minimise contact with others by keeping 2 metres apart.

### The Government’s COVID-19 recovery strategy

Government’s COVID-19 recovery strategy is phased into three steps:

<p><b>Phase 1</b></p> <p>Starting 13 May</p>	<ul style="list-style-type: none"> <li>Workers who cannot work from home should travel to work if their workplace is open.</li> <li>Sectors of the economy that are allowed to be open should be open (example, food production, construction, manufacturing, logistics, distribution and scientific research in laboratories), <b>NOT</b> the hospitality and non-essential retail sector.</li> <li>Everybody should continue to try and avoid public transport.</li> <li>Asymptomatic and non-vulnerable people can exercise as many times as</li> </ul>
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	<p>they want in a day.</p> <ul style="list-style-type: none"> <li>• People who live with anyone who is displaying symptoms should continue to stay at home.</li> <li>• Workplaces must follow new <a href="#">COVID-19 Secure guidelines</a>.</li> <li>• The government is also urging more vulnerable children, who are already able to attend school, to do so.</li> <li>• The Government is also amending its guidance to clarify that paid childcare, for example nannies and childminders, can take place subject to being able to meet COVID secure principles because these are roles where working from home is not possible.</li> <li>• The Government is examining more stringent enforcement measures for non-compliance, such as higher fines to reflect the increased risk to others of breaking the rules as people are returning to work and school.</li> </ul>
<p><b>Phase 2</b></p> <p>Which will begin no earlier than 1 June</p>	<ul style="list-style-type: none"> <li>• Nurseries and primary schools (early years, reception, and years 1 and 6) will begin a phased return.</li> <li>• Secondary schools and further education colleges should prepare to begin some face to face contact with Year 10 and 12 pupils who have key exams next year, in support of their continued remote, home learning.</li> <li>• Some businesses will be able to re-open and sporting events will be able to take place behind closed doors – but hairdressers and beauty salons will not open.</li> <li>• The Government is seeking advice on allowing people to expand their household group and examining how small weddings can be better facilitated.</li> </ul>
<p><b>Phase 3</b></p> <p>Which will begin no earlier than 4 July</p>	<ul style="list-style-type: none"> <li>• More businesses and public places will be able to open, such as hairdressers, beauty salons, food service providers, pubs and accommodations, places of worship and leisure facilities like cinemas, provided they meet <a href="#">COVID-19 Secure guidelines</a>. Some, which are crowded by design, will not be able to open.</li> <li>• Those who are clinically extremely vulnerable will be told to continue to shield beyond June.</li> </ul>

Please note that **these timelines are not definite dates**. These are conditional on the rate of infection remaining below 1 and will be reviewed continuously.

## West London Synagogue Covid-19 Preparedness and Updates

### Staff and Building

Tuesday 17 March, most staff has been asked to work from home.

Tuesday 24 March, all staff has been asked to stay or work from home. There will be one security guard to allow a small team from Halcyon to continue working until the term break. Two members of staff will be checking the building on a daily basis.

During the term break the building will be closed and will be checked on a daily basis.

From beginning of April 2020 several staff members were asked and agreed to take furlough.

Key staff members now have another staff member or a volunteer to cover for them in case they cannot work for any reason.

### Rabbinic Team

The Rabbis are supporting the different departments and are in touch with members on a regular basis. All Rabbis' meetings with members are now online (Skype/ Zoom/ WhatsApp etc.) or by phone.

**Contact the Rabbis:** email them directly or contact Jenny Browning at: [Jenny.Browning@wls.org.uk](mailto:Jenny.Browning@wls.org.uk)

### Services and Jewish Festivals

All services are now online only. Since we need the support of our community more than ever at this time, the number of services has increased.

We now have **Shabbat Shira** every week. Each Shabbat service is followed by **Kiddush** hosted by a rabbi on Zoom. Every Saturday night we will hold a Zoom **havdalah**. From Monday to Thursday the rabbis will host a Zoom **Ma'ariv**.

Because our obligation to keep each other safe - as a strong communal response to the Coronavirus pandemic, we have decided that our services and our **Pesach Seder** - together with our education provision have been and still are conducted online.

**Shavuot** – a special online interactive Tikkun Leyl Shavuot is planned for 28<sup>th</sup> May - more details on WLS website.

The Rabbis are also offering some additional Zoom education options including Dead Sea Scrolls and book of Judges – more details on WLS website.

We will, of course, still be keeping the healing prayer and kaddish list, so if you would like to add the name of a loved one's, please email Micky at [micky.nathanson@wls.org.uk](mailto:micky.nathanson@wls.org.uk) or call 020 7535 0284.

Please ask Micky if you are not a confident viewer of online broadcasts, and he will arrange for someone to help.

For other rituals and lifecycle events related questions, please contact Micky.

**ShabbaTots** – our special tots and tots' families services is now online and interactive via Zoom on a weekly basis, each Saturday morning.

## **Education**

All educational programmes in the building have been cancelled and are now operating online.

**Religion School** – regular lessons on Sunday have been canceled (22, 29 March) but a morning Kehillah is being held online using Zoom every Sunday.

The team of teachers is working on preparing and sending recourses, activities and Hebrew revision exercises to their classes.

The new term will start online for all classes on Sunday 26<sup>th</sup> April. If circumstances will allow it, the school will be back to normal before the end of the school year or continue online until the end of the school year.

Each class will have a designated Zoom room for Hebrew and Jewish Studies with their class teacher. The School day schedule is:

**10am-10.30am:** Kehillah for all students

**10.45am-12pm:** class lessons

Parents have a virtual Parents Association Coffee Table each Sunday at 11am.

**Bar/Bat Mitzvah families and events** – all BMs for the coming weeks have been postponed to be able to celebrate with the rest of the community. Families have been updated and have been offered alternative dates and timings and are in contact with their Sponsoring Rabbis.

There will be online activities and sessions and online Kiddush for BM Families in the coming weeks (first one on Friday 15<sup>th</sup> May) to maintain feeling of community and support BM students and families.

**JPrep (Conversion Course)** – the course is now online using Zoom. New term will start online at the end of April and will go back to regular studying if situation will allow it.

**MiliM (Hebrew for Adults)** – the course is now online using Zoom. New term has started online on 31<sup>st</sup> March and will go back to regular studying if situation will allow it.

**Young Adults** – there is a designated YAD phone number (020 7535 0260) for any YAD member who needs support. This is then being forwarded to the relevant person who can help the most.

**Adult Education (Lyons Learning Project)** - Ascent to Sinai with Rabbi Neil: Rabbi Neil is offering a daily reflection between Pesach and Shavuot and invites you to join him in learning, with a weekly optional session. Details below:

Exploring Freedom and Responsibility through ancient Jewish wisdom, a journey with 49 steps from Pesach to Shavuot, weaving the Hebrew Bible, liturgy and literature of our sages, to explore our freedom and our responsibilities. Get daily updates from us on the theme of Freedom and Responsibility in this time of Covid-19 by liking our [Facebook Page](#) or following our [Twitter](#)

For those seeking greater depth, every Tuesday during the Omer period (between Pesach and Shavuot: 14, 21, 28 April ; 5, 12, 19, 26 May), at one of three different times (6:30am, 3pm or 8:30pm) you can join Rabbi Neil Janes for conversation and learning for 40 minutes on a summary of the texts from the previous few days.

Sign up [here](#)

**Contact person:** Gil Reshef, Head of Education [gil.reshef@wls.org.uk](mailto:gil.reshef@wls.org.uk) 020 7535 0260

## **Social Care**

The Social Care Team is working to continue to communicate and support all of our members over the age of 70. We are also in touch with other vulnerable members and those that are particularly struggling at this difficult time . With the ongoing support of the Rabbinic Team, more than 100 volunteers from the community and other members of WLS' staff team have been assigned members, to call and to keep in touch with.

Members who are particularly struggling, are in isolation and in need of assistance are being dealt with on an individual basis, by the Social Care Team together with the Rabbinic Team.

**Contact:** Social Care Team [wintercare@wls.org.uk](mailto:wintercare@wls.org.uk) or phone: 020 7535 0267

## **Social Action**

**Asylum Seekers' Drop-in Center** - we successfully delivered our March Drop-In on Sunday 15 March to 60 guests. Each received supermarket vouchers, toiletries, nappies, sanitary products, a freshly cooked meal (to take away) and their travel money. We cleaned the spaces we used thoroughly before, avoided direct contact with one another and our guests, and, tried to reassure them for the coming months as much as possible at this point. Each guest was asked to inform that they were aware of the Coronavirus, what symptoms to look out for and what to do if they identified them.

We have also set up a Facebook page posting videos in multiple languages of the latest NHS and governmental advice.

We have difficult decisions to make over the coming months. We know that the network of synagogue Drop-Ins fulfil an important layer of poverty relief to some of London's most vulnerable children, and their families. There are bad outcomes whichever way we turn. We are in these people's lives, part of their day to day survival routine. We need to find a way to remain so.

For now we are discussing how to arrange home deliveries to the families, a lot of this will depend on the capacity of volunteers to support our work and the government restrictions on movement.

**Winter Night Shelter** - Last week we closed the faith night shelter circuit in Westminster as a number of other venues felt unable to continue. WLS led on working with Westminster City Council (WCC) to arrange hotel rooms for the guests and this initiative has now been widened to bring over 500 rough sleepers into hotels across London. Funds secured from central government .

We are now working very closely with WCC to support them with meals for the rough sleepers. We arranged 15 meals on Friday, 40 on Saturday and Sunday and now over 100 today (Monday 23 March) to different locations. We are building this up as we make connections with more groups who can provide meals for us.

**Contact person:** Nic Schlagman, Head of Social Action [Nic.Schlagman@wls.org.uk](mailto:Nic.Schlagman@wls.org.uk)

## Jewish Cemeteries and Funerals

### Edgwarebury Cemetery and Hoop Lane Cemetery, changes of procedures:

These changes have been made after consultation with the ICCM (Institute of Cemetery and Crematorium Management) and discussions with key stakeholders. In addition, these changes are in line with other cemeteries and communities in the UK.

1. Both cemeteries must be sent a copy of the death certificate in advance of ALL funerals for at least the next six months. COVID-19 is a notifiable disease and there is a legal obligation to state this on the death certificate in all such cases. The death certificate must be sent to the cemetery at the earliest opportunity and cannot accompany the green form/burial order just before the service takes place .
2. In all cases where someone has died from COVID-19, any family member (or anyone else who might be attending the funeral) who has come into contact with the deceased within 14 days before the date of death has to self-isolate and cannot, under any circumstances, attend the funeral .
3. The prayer halls are closed until further notice. All services will take place at the graveside .
4. No longer providing transport assistance to the graveside .
5. Funeral attendees will be limited to 2 people (**12 people as of 26<sup>th</sup> May**). Those people who are medically vulnerable or aged over 70 should refrain from attending.
6. Funerals are monitored with the safety of staff as top priority. Rabbis assist in restricting attendance at funerals to no more than two mourners, who will still need to observe physical distancing. Although this may be very difficult for some families, staff was also instructed to make sure no more than two mourners are attending the funeral.
7. In cases where the deceased had COVID-19, only the next of kin will be invited to place earth on the coffin (should they choose to). All other attendees will be asked to keep at least 2 meters away from the coffin at all times. Shovels have been withdrawn and cemetery staff will complete the backfill.
8. With immediate effect, where a Covid-19 victim was buried, there won't be a burial in the upper plot, if reserved. A second burial will be in the plot immediately adjacent to the in-depth plot. This follows government guidance on ground contamination and will change if it is advised that it is safe to do so. Please be aware that this may also have an effect on size of memorial stones that will eventually be ordered.

Where they can, cemetery staff will talk to families in advance of funerals to ensure that they are aware of these procedures and can plan accordingly.

### **Edgwarebury Cemetery and Hoop Lane Cemetery, updated procedures 26<sup>th</sup> May:**

As of 8 am on Tuesday 26 May, the cemeteries will be open to visitors between 8 am and 4.45 pm on all days except Shabbat and festivals. All visitors to the cemeteries are expected strictly to obey the current government guidelines. In particular, visitors are expected to be either individuals or members of the same household, and to observe social distancing at all times. Printed signs will be reinforce this.

2. Admission of visitors to the cemetery will be restricted while a funeral is taking place in the grounds.
3. Attendance at funerals will be limited to members of the same household of the deceased person, and close family members, up to a maximum of 12 persons plus the rabbi or other officiant. Those who are symptomatic, shielding or otherwise vulnerable should be discouraged from attending funerals. **Social distancing around the grave should be strictly observed.**
4. Shovels and dry sand will not be provided at burials, and transport within the grounds will not be available.
5. The cemetery buildings including prayer hall, tahara facilities, office and toilets will remain closed. Outdoor handwashing facilities remain available.
6. Stonesettings will remain postponed until further notice.

### **Other measures taken**

(For a period of two months, with the position to be reviewed after that in light of the circumstances prevailing at that time).

1. Postponing stone settings or consecration ceremonies take place at the graveside and not in the prayer hall;
2. Removing the communal kippot and prayer books from the prayer hall;
3. Closing the office and other cemetery buildings to visitors. Those wishing to identify graves should be directed to the cemetery's website or to call the office.

**Please do not visit the cemetery unless you are attending a funeral as "immediate family."** This is restricted this to next of kin only and their spouse/partner. Next of



kin is a husband/wife, mother, father, son, daughter, brother, sister. It does not extend to grandchildren or cousins. Those who are medically vulnerable and/or over 70 years of age should consider the advice and guidance of the UK Government .

The family will be asked to maintain social distancing at all times. Only direct mourners will be invited to put in earth.

Rabbis are encouraged to engage with families so that cemetery staff are not put in the difficult position of having to turn mourners and visitors away.

### **An update from 11<sup>th</sup> June 2020**

In light of the current limited relaxation of the lockdown rules, the cemeteries are now considering opening for stone settings. Should they proceed with this; the following restrictions will be implemented:

1. Number of attendee at any stone setting to be limited to 12, in line with the current limit of attendees at burials
2. All stone settings to be booked through the cemetery office
3. Limited number of stone setting ceremonies booked for any particular day

**In addition, any visit to a grave involving more than one household will also be limited to 12 persons (in line with the current limit on attendees at burials), and must be booked in advance through the cemetery office.**

**All visitors to the cemetery, for any reason, are required to observe the current government requirements for social distancing.**

**The new date for starting stone settings is set for 23<sup>rd</sup> June 2020** - for more details, please be in touch with Micky Nathanson or one of WLS's Rabbis.

## General Advice – Shopping and Delivering Food

### How to deliver items to someone in self-isolation

When shopping for someone in self-isolation you will need to take with you an alcohol-based hand gel and/or disinfecting wipes

1. Clean and disinfect each item you're going to deliver and place them all in a plastic bag which has been disinfected inside and out, or a new bag.

If you have been shopping for someone, you should take the items you have picked up to somewhere you can disinfect them and do this before delivering. This is especially important with metal and plastic surfaces as COVID-19 can live on these surfaces for several days.

If this is not possible (eg. if the intended recipient wants something that's only available in one shop near them, and you don't live close) you can take a prepared double bag to the shop and leave the recipient to do the disinfecting once the item has been delivered - but you must only do this if you are sure that the person is aware of the need to disinfect the item and happy to take this on.

2. Place the bag in another, larger bag which you have disinfected the inside of, or which is new. This is to protect your disinfected stuff in the inner bag, so someone immunocompromised can touch it. Close the top as much as you can.

3. Travel to see the person, in a way which minimises your risk of exposure to the virus.

If possible, travel by pavement, a private car in which you've wiped down all the surfaces you'll touch with bleach solution, or a taxi.

If you must use public transport, try not to touch spaces with your hands, use hand sanitiser after travelling if available, or wear gloves which you can change.

If wearing gloves while travelling, remove these immediately after leaving the train/bus, without touching the exterior with your bare skin. (video technique)

4. As you approach the person's house, call/text them to be ready for you without opening their door.

If they live in a block of flats or other building with a communal entrance accessed by a buzzer, ask them to buzz you in, rather than pressing the button and push the door open with your shoulder.

5. Use hand sanitiser if you have any.

6. Place the bag on the doorstep/on the ground immediately outside the door, so that the person can reach it from inside.

7. Fold down the outer bag so they don't have to touch it. Don't touch the inner bag.
8. Back away two meters and ask them to open their door. Let them get the items by picking up the inner bag and lifting it out of the outer bag, remaining at a distance of two meters. (Feel free to shout greetings! But don't hug/hand off items in person/etc.) Do not step through the doorway.
9. When they have retrieved the inner bag, ask them to back away inside, and take the outer bag away with you. If the recipient is not happy for the double-bag to be placed outside the door (for example, in severe weather conditions), you can place it immediately inside the door, without stepping through the doorway, and follow the same procedure. After you leave, the recipient should wash/disinfect the area where the outer bag rested.
10. Wash your hands as soon as possible after leaving.

[Based on source from QueerCare; edited by WLS member Dr Joanna Harris]

## Guidance for Secure Livestreaming

(as recommended by CST - Community Security Trust is registered charity in England and Wales)

### Summary

This CST advisory note is intended to help keep online conference applications, such as Zoom, as secure as possible from unwanted participants. This includes antisemites who have already caused hostile Zoom and Facebook disruptions against British Jews in recent days. These antisemitic disruptions have now been made public by the media, raising the probability of 'copycat' behaviour by other antisemites and troublemakers.

CST strongly advises all Jewish communal groups that are now using online conference applications to ensure that the security precautions outlined in this note are followed. We stress that the use of such conference applications, especially at this time, should certainly continue so as to help bolster communal spirit and quality of life. To date, disruptions have been relatively rare, but the expectation is that they will increase, meaning precautionary security measures and good habits need to begin now, so as to avoid unnecessary disruption, upset and unwanted publicity.

### Covid-19, Livestreaming and Antisemitic Disruptions

The current COVID-19 situation has resulted in many synagogues and Jewish communal groups using livestreaming for services and events over applications such as Zoom.

Some extremists, including here in Britain, have abused the open nature of these broadcasts to join and disrupt the online meetings by what is now being called, "Zoom Bombing". This means disrupting and live "spamming" the chats and video broadcasts. The perpetrators may be "bots" (i.e. robots programmed to send such messages), local or overseas antisemites, or online "trolls" and other troublemakers.

One example of this occurred on Friday 27 March when a Shabbat service at a London synagogue was disrupted by racist and antisemitic material being posted in the chat function throughout the service. Another London synagogue had messages placed on its Facebook group whilst watching a live event.

Other disruptions have occurred in the USA and elsewhere, including a Torah class and a webinar on antisemitism.

With Jewish communities (and indeed the rest of society) increasingly reliant upon Zoom and similar technologies, there is every likelihood that internet trolls, criminals

and political extremists will seek to exploit the current situation. Specifically, regarding antisemitism, CST's research has uncovered numerous examples of far-Right extremists seizing upon the Coronavirus pandemic as a vehicle to spread their hate, incitement and conspiracy theories.

All of the above compels CST to ask that you please follow the guidance below, to the best of your ability.

### **Staying Safe When Hosting Zoom Meetings:**

Carefully consider where you post your invitations to Zoom meetings from, as that is where your meeting ID and password can be found by hackers.

You may wish to directly email your community members rather than fully and openly publicising your meetings. This would reduce the risk of unwanted people joining but will make it harder for friendly non-members to benefit from your activity. You will have to decide where to find the correct balance for your own activity, between making your online event available to as many people as possible; and ensuring a safe environment for those people who do want to participate.

### **Zoom safety checklist:**

#### Before Meeting:

- Disable autosaving chats
- Disable file transfer
- Disable screen sharing for non-hosts
- Disable remote control
- Disable annotations
- Use per-meeting ID, not personal ID
- Disable "Join Before Host"
- Enable "Waiting Room"

#### During Meeting:

- Assign at least two co-hosts
- Mute all participants
- Lock the meeting, if all attendees are present

#### If you are "Zoombombed":

- Remove problematic users and disable their ability to re-join when asked
- Lock the meeting to prevent additional disruption

\*Instructions for how to perform all of these steps are listed below.

## **Safety Measures for Zoom Meeting Hosts**

### **When Scheduling or Setting Up a Meeting You Will Host:**

#### **Set Safe Meeting Default Settings**

On the Zoom Settings page, turn off participant controls:

1. Sign into Zoom.us.
2. Click on the Settings link on the upper right (it looks like a gear symbol).
3. On the right side of the page, turn off: autosaving chats, file transfer, screen sharing, and remote control.

#### **Assign A Co-Host**

For larger meetings, identify a co-host or two ahead of time whose role is to be a virtual room monitor and manage order during the meeting by managing the participants. Co-hosts are assigned during a meeting and cannot start a meeting.

1. Sign into Zoom.us.
2. Click on the Settings link on the left of the screen.
3. Scroll down to the Co-host option on the Meeting tab and verify that the setting is enabled.
4. Turn on Co-Host. If a verification dialog displays, choose Turn On to verify the change.

#### **Assign A Per-Meeting Id Don't Use Your Personal Meeting Id**

Avoid using your Personal Meeting ID (PMI) to host public events. Your PMI is basically one continuous meeting - your personal virtual space; and once it is published, others can join at any time.

#### **Prevent Screen Sharing by Non-Hosts**

To prevent participants from screen sharing during a call, use the host controls at the bottom of the window, click the arrow next to Share Screen and then choose Advanced Sharing Options.

- Under "Who can share?" choose "Only Host" and close the window. You can also lock the Screen Share by default for all of your meetings in your web settings.

#### **Enable the Waiting Room**

Before you start your meeting, enable the Waiting Room for your meeting. You and your co-host will then play an active role in choosing who to allow into the room through the participants list.

Meeting hosts can customise Waiting Room settings for additional control, and can even personalise the message that people see when they enter the Waiting Room so they know they're in the right spot. This is a great way to post rules and guidelines for your event, such as screensharing or muting policies

### **Disable Join Before Host**

Before starting a meeting, disable Join Before Host to keep users out before the host arrives. This is the current default, but double check to make sure that it is set for the meeting. When "Join Before Host" is enabled, anyone can enter at any time and create havoc with other participants before the meeting officially starts.

### **Turn Off File Transfer**

In-meeting file transfer allows people to share files through the in-meeting chat. Toggle this off to keep the chat from getting bombarded with unsolicited pics, GIFs, memes, and other content.

### **Turn Off Annotation**

You and your attendees can doodle and mark up content together using annotations during screen share. Disable the annotation feature in your Zoom settings to prevent people from writing all over the screens.

## **Once the Meeting Starts:**

### **Manage Disruptive Participants**

The Meeting Participants window offers control over most aspects of your meeting and those attending.

### **Locking the Meeting to Prevent Re-Joining of Removed Participants**

During the meeting, a host or co-host can click on the More and Mute All Controls at the bottom of the Participants List.

- When viewing the Participants List, click Lock Meeting (under More) to prevent other participants from joining the meeting in progress.

### **Muting All Participants**

During the meeting, a host or co-host can click on the More and Mute All Controls at the bottom of the Participants list.

- On the Participants List, click Mute All to mute all meeting attendees.

## **General Computer Security:**

Ensure your computers have strong passwords with required letters, numbers and characters. Those passwords should be changed regularly, please also be especially wary of fake emails claiming to come from Zoom, Facebook, or other social media platforms and websites. These emails may be sent with criminal purpose, such as extracting users' data from your systems. Clicking on one of these fake links may well activate such criminal or extremist activity. If in doubt, do not open the email and do not click on the link. At all times, try to ensure that you are using virus scanners that are as up to date as possible.

Discourage unnecessary taking of photographs and online postings of Zoom meetings, especially with the backgrounds and workstations of staff. There have been examples of people posting photos of screens/documents with sensitive data on them which give malicious actors further vulnerabilities to exploit.



## Mental Wellbeing While Staying at Home

(From NHS website)

Taking care of your mind as well as your body is really important while staying at home because of coronavirus (COVID-19).

You may feel bored, frustrated or lonely. You may also be low, worried or anxious, or concerned about your finances, your health or those close to you.

It's important to remember that it is OK to feel this way and that everyone reacts differently. Remember, this situation is temporary and, for most of us, these difficult feelings will pass. Staying at home may be difficult, but you are helping to protect yourself and others by doing it.

The tips and advice here are things you can do now to help you keep on top of your mental wellbeing and cope with how you may feel while staying at home. Make sure you get further support if you feel you need it.

The government also has [wider guidance on staying at home as a result of coronavirus](#).

### 1. Find out about your employment and benefits rights

You may be worried about work and money while you have to stay home – these issues can have a big effect on your mental health.

If you have not already, talk with your employer about working from home, and learn about your sick pay and benefits rights. Knowing the details about [what the coronavirus outbreak means for you](#) for you can reduce worry and help you feel more in control.

- [GOV.UK: Coronavirus support](#)

### 2. Plan practical things

Work out how you can get any household supplies you need. You could try asking neighbours or family friends, or find a delivery service.

Continue accessing treatment and support for any existing physical or mental health problems where possible. Let services know you are staying at home, and discuss how to continue receiving support.

If you need regular medicine, you might be able to order repeat prescriptions by phone, or online via a website or app. Contact your GP and ask if they offer this. You can also ask your pharmacy about getting your medicine delivered, or ask someone else to collect it for you.

If you support or care for others, either in your home or by visiting them regularly, think about who can help out while you are staying at home. Let [your local authority](#) know if you provide care or support someone you do not live with. Carers UK has further advice on creating a contingency plan.

- [Carers UK: Coronavirus](#)

### **3. Stay connected with others**

Maintaining healthy relationships with people you trust is important for your mental wellbeing. Think about how you can stay in touch with friends and family while you are all staying at home – by phone, messaging, video calls or social media – whether it's people you usually see often, or connecting with old friends.

Lots of people are finding the current situation difficult, so staying in touch could help them too.

### **4. Talk about your worries**

It's normal to feel a bit worried, scared or helpless about the current situation. Remember: it is OK to share your concerns with others you trust – and doing so may help them too.

If you cannot speak to someone you know or if doing so has not helped, there are plenty of helplines you can try instead.

- [NHS-recommended helplines](#)

### **5. Look after your body**

Our physical health has a big impact on how we feel. At times like these, it can be easy to fall into unhealthy patterns of behaviour that end up making you feel worse.

Try to eat healthy, well-balanced meals, drink enough water and exercise regularly. Avoid smoking or drugs, and try not to drink too much alcohol.

You can leave your house, alone or with members of your household, for 1 form of exercise a day – like a walk, run or bike ride. But make you keep a safe 2-metre distance from others. Or you could try one of our easy 10-minute home workouts.

- [Try a 10-minute home workout](#)

## **6. Stay on top of difficult feelings**

Concern about the coronavirus outbreak is perfectly normal. However, some people may experience intense anxiety that can affect their day-to-day life.

Try to focus on the things you can control, such as how you act, who you speak to and where you get information from.

It's fine to acknowledge that some things are outside of your control, but if constant thoughts about the situation are making you feel anxious or overwhelmed, try some [ideas to help manage your anxiety](#).

- [Watch: Reframing unhelpful thoughts](#)

## **7. Do not stay glued to the news**

Try to limit the time you spend watching, reading or listening to coverage of the outbreak, including on social media, and think about turning off breaking-news alerts on your phone.

You could set yourself a specific time to read updates or limit yourself to checking a couple of times a day.

Use trustworthy sources – such as [GOV.UK](#) or the [NHS website](#) – and fact-check information from the news, social media or other people.

- [GOV.UK: Coronavirus response](#)

## 8. Carry on doing things you enjoy

If we are feeling worried, anxious, lonely or low, we may stop doing things we usually enjoy.

Make an effort to focus on your favourite hobby if it is something you can still do at home. If not, picking something new to learn at home might help.

There are lots of free tutorials and courses online, and people are coming up with inventive ways to do things, like hosting online pub quizzes and music concerts.

- [Watch: Keep learning](#)

## 9. Take time to relax

This can help with difficult emotions and worries, and improve our wellbeing. [Relaxation techniques](#) can also help deal with feelings of anxiety.

- [Watch: Mindful breathing](#)

## 10. Think about your new daily routine

Life is changing for a while and you are likely to see some disruption to your normal routine. Think about how you can adapt and create positive new routines and set yourself goals.

You might find it helpful to write a plan for your day or your week. If you are working from home, try to get up and get ready in the same way as normal, keep to the same hours you would normally work and stick to the same sleeping schedule.

You could set a new time for a daily home workout, and pick a regular time to clean, read, watch a TV programme or film, or cook.

## 11. Look after your sleep

Good-quality sleep makes a big difference to how we feel, so it's important to get enough.

Try to maintain your regular sleeping pattern and stick to good sleep practices.

- [Watch: Sleep tips](#)

## 12. Keep your mind active

Read, write, play games, do crosswords, complete sudoku puzzles, finish jigsaws, or try drawing and painting.

Whatever it is, find something that works for you.

Further support and advice

There are plenty of things you can do and places to get more help and support if you are struggling with your mental health. Our pages on [stress](#), [anxiety](#), [sleep](#) and [low mood](#) have lots more tips and specific advice. If you are a parent or caregiver for a child or young person, Young Minds has guidance on [talking to your child about coronavirus](#).

The [NHS mental health and wellbeing advice](#) pages also have a self-assessment, as well as audio guides and other tools you can use while staying at home.

We also have [guidance and information to help others](#) if someone you know is struggling with their mental health.

Remember, it is quite common to experience short-lived physical symptoms when you are low or anxious. Some of these, like feeling hot or short of breath, could be confused with symptoms of coronavirus.

If this happens, try to distract yourself. When you feel less anxious, see if you still have the symptoms that worried you. If you are still concerned, visit the NHS website.