

## Process/Procedure for Borrowing a Torah for Virtual B' Mitzvah Service from Home

1. Interest is expressed by family to borrow a Torah scroll – communication with RJA
2. Office makes contact with family to schedule the appointments listed in 3.e.
3. Office sends family informational e-mail letter which includes
  - a. Greeting
  - b. Description of Steps (education, appointments, Agreement and Registration)
  - c. Link to Instructional Video [https://youtu.be/iG\\_ie8dM00o](https://youtu.be/iG_ie8dM00o)
  - d. Attachment: How to Take Care of a Torah in Your Home .doc
  - e. Schedule of appointments for
    - i. virtual learning session from home on Zoom
    - ii. in-person review of instructions at time of Torah pick-up
    - iii. live virtual rehearsal from home on Zoom
    - iv. return Torah (not a meeting)
  - f. Link to Torah Borrowing Agreement Form which includes agreement to
    - i. Preview & review Initial instruction video
    - ii. Attend live virtual instruction from home on Zoom
    - iii. Attend in-person instruction review appointment at time of Torah pick-up (and pre-appointment confirmation as per #6 below)
    - iv. Attend live virtual rehearsal from home on Zoom
    - v. Return Torah as per scheduled appointment
  - g. Link to Registration Form which includes
    - i. COVID-19 precautions/symptom review
    - ii. Request for list of persons who will attend in-person instruction
    - iii. Waiver
    - iv. Acknowledge dates of Torah pick-up and return
4. Schedule of appointments confirmed by office and entered on appropriate calendars.
5. Office confirms receipt of completed Torah Borrowing Agreement and Registration Form
6. Prior to Torah pick-up, **contact** by office to family to confirm
  - a. Names of attendees
  - b. Review of symptoms and contacts
  - c. Reminder to notify office if any symptoms of COVID-19, contacts, or testing occurs in next 2 weeks.
7. Social Hall set-up for in-person instruction
  - a. Two tables 10-12 ft apart, with table cloths & hand sanitizer
  - b. Youth Congregation Torah on one table, in travel duffel.
  - c. Second Torah scroll on other table, in mantle and tallit.
  - d. Doors open to enhance ventilation
8. Following completion of all steps and return of the Torah, family has follow-up evaluation/review/feedback. (TBA whether this will be another form or a phone interview.)