

## MAIN DOOR ACCESS POLICY

A physical key will be issued to the following members and employees:

Rabbi, president, custodian, physical plant supervisor, security director, and those on the Sonitrol call list,

A fob with 24-hour access and PIN will be issued to the following members and employees:

Rabbi, president, custodian, physical plant supervisor, kitchen supervisor, security director, and those on the Sonitrol call list

A fob with daily 7am-11pm access and PIN will be issued to the following members and employees:

treasurer, office manager, religious school director

A fob with daily 7am-11pm access (but no PIN) will be issued to the following members and employees:

gift shop director and others with demonstrated continuing need for access

A fob with 9am-1pm on Saturday access will be issued to all adult members who request one.

Other members, employees, and contractors with limited but recurring and regular need for access will be issued a fob set for appropriate hours.

Members, employees, and contractors with recurring but infrequent and/or irregular need for access will be issued a fob that will only be activated upon request.

Fobs will also be issued as needed for one-time use to members, contractors, etc.

The following members and employees will be permitted to use the App that allows for remote opening of the front door:

rabbi, president, kitchen supervisor, and those on the Sonitrol control list

The categories and distribution lists may be adjusted as necessary by the President, with changes recorded in the policy manual. Significant changes in these policies must be approved by the Board.

The office manager shall be responsible for maintaining a list of those with fobs and keys, and for activating and de-activating the fobs as necessary.

Fobs will initially be issued as above at no cost, and will be replaced at no cost if they become defective. Fob holders will be responsible for replacement costs of damaged or lost fobs.

Approved by the Board 11/13/2018