

COVID-19 Preparedness Plan for Eureka-West Shore Lodge number 302.

Eureka-West Shore Lodge(Lodge) is committed to providing a safe and healthy place for all members. To ensure we have a safe and healthy facility, we have developed the following COVID-19 Preparedness Plan(Plan) in response to the COVID-19 pandemic. Lodge Officers and members are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our Lodge and communities, and requires the full cooperation among our Officers, members, and visitors. Only through this cooperative effort can we establish and maintain the safety and health of our members and Lodges.

Officers and members are responsible for implementing and complying with all aspects of this Plan.

Our members are our most important assets. We are serious about safety and health and keeping our members safe. Member involvement is essential in developing and implementing a successful Plan.

Our Plan follows Centers for Disease Control and Prevention (CDC) and Pennsylvania Department of Health (PADOH) guidelines, and federal OSHA standards related to COVID-19, and addresses:

- Safety Officer duties and responsibilities;
- prompt identification of sick persons and screening;
- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- protection and controls for meetings;
- protections and controls for events;
- cleaning, disinfecting, decontamination and ventilation;
- communications and instructions for members and visitors;
- communications and training that will be provided to Officers; and
- management and supervision necessary to ensure effective implementation of the plan.

Safety Officer

The Worshipful Master (WM) will appoint a Lodge Safety Officer (LSO) and Assistant Lodge Safety Officer(ALSO) to ensure that the guidelines within this plan are followed at all times. The member chosen to be the LSO is to be knowledgeable in the Federal, State and Local guidelines (Appendix "A") as they relate to COVID-19 and its response. will report any incidents, infractions, or recommendations for process improvement to the WM who will then take action as necessary to ensure the safety of the members and visitors.

The following LSO(s) and ALSO(s) appointed for 2020 for Eureka-West Shore Lodge No. 302 are:

<u>Gary S. Milbrand</u>	<u>LSO</u>
<u>Kenneth R. (Ross) Thoman</u>	<u>Tyler (ALSO)</u>
<u>Leonard A. Rutter, Jr</u>	<u>Steward (ALSO)</u>

Screening and policies for members exhibiting signs and symptoms of COVID-19

Officers and members have been informed of, and encouraged to, self-monitor for signs and symptoms of COVID-19. The following procedures are being implemented to assess members' health status prior to entering the Lodge.

- Officers and Members are to be notified that **they are not to attend Lodge or Lodge functions** if they are ill or have other health issues that may make them more susceptible to contracting the disease. This can be done via the Lodge Notice, Call-Em-All, email, or all of the preceding.
- Officers and members are to be notified that **they are not to attend Lodge or Lodge functions** for a minimum of 14 days post travel overseas, been tested positive for COVID-19, or are awaiting test results. This can be done via the Lodge Notice, Call-Em-All, email, or all of the preceding.
- Officers and members are to be notified that **they are not to attend Lodge or Lodge functions** for a minimum of 14 days if they have had close contact (< 6 feet for 15 minutes or more) with a person tested positive for COVID-19, or are awaiting test results. This can be done via the Lodge Notice, Call-Em-All, email, or all of the preceding.
- Individuals that are noticeably ill will not be permitted entrance into the Lodge or its facilities.
- Signage is to be posted at the entry to the Lodge Hall, Social Area(s) reminding members and visitors that they are not permitted to attend Lodge or Lodge functions if they meet criteria in items 1, 2, 3, or 4.

Handwashing and Sanitizing

Basic infection prevention measures are being implemented at our Lodges at all times. Members and visitors are instructed to sanitize or wash (for at least 20 seconds with soap and water) their hands before entering the Lodge, prior to any meals or events. Members and visitors are instructed to wash their hands after using the toilet. All members and visitors to the Lodge will be required to wash or sanitize their hands prior to or immediately upon entering the Lodge or Lodge Social Hall. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are located at entrances and locations in the Lodge so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

PROCEDURE

- The LSO and ALSO(s) will ensure that hand sanitizer dispensers are full and located throughout the Lodge and at all entrances. The LSO and ALSO(s) will also ensure that bathrooms have the proper soap and paper products (hand towels and tissues) necessary for the volumes of people present. This is to be monitored throughout the meeting or event and restocked as necessary.
- The LSO, ALSO(s) and Lodge Officers will ensure that anyone upon entering and exiting the Lodge or Social Hall will sanitize their hands.
- Hand sanitizer shall be placed at the entrance and exit of the lodge room and the Lawrence I. Witters Social Hall. Additionally, Sanitizer shall be available in the preparing room and at the station of the secretary.

Respiratory Etiquette and Procedure

Members and visitors will follow masking guidelines as required by the PADOH/CDC that cover the mouth and nose. They will dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be supported by making tissues and trash receptacles available to all members and visitors.

PROCEDURE

- Masks shall be worn at all times while in the building except for the following:
 - The Worshipful Master may remove his mask when he is in the east and only when no one is within six feet of him.
 - Mask may be removed once seated in the Social/Dining Hall and ready to eat.
 - Upon arising to move throughout the hall, the mask is to be worn. When eating and when a mask is not worn, members and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose, and eyes, with their hands.

Social distancing

The LSO, ALSO(s) and Lodge Officers will see that social distancing of six feet is implemented and maintained between members and visitors in the Lodge through the following engineering and administrative controls:

PROCEDURE

Lodge Hall-

- Lodge Hall occupation will be restricted to 75% in the “Green Phase” until the restrictions are lifted. Chairs may be placed on the floor to expand seating capacity provided that the 6 foot rule is maintained.
- Members will maintain a distance of a minimum of 6 feet between themselves.
- Hand shaking shall be prohibited
- Officer stations may be moved within reason to accommodate the distancing rule.
- Elevator use is to be limited to no more than one or two individuals at one time.
- Lodge Hall will be set up in such manner that there will be one way entering the lodge room and a separate way exiting the lodge room to eliminate cross traffic.

Social Hall/Dining Hall-

- Social Hall occupation will be restricted to 75% in the “Green Phase” until the restrictions are lifted.
- Masks must be worn while in the eating and serving area unless seated and only to eat.
- Tables and chairs will be placed in respect to the 6 foot rule.
- Seating per table should be limited to 4.
- Buffet style food service is **prohibited**.
- The serving of “Finger Food” (bowls of snacks, candy, etc.) is **prohibited**.
- Self-service drinks- coffee pots, cans of soda in a bucket/cooler, 2 liter bottles of soda, etc., are **prohibited**.
- All utensils should be disposable.
- Condiments should be in their own packages. No communal condiments allowed.
- All food shall be plated and served by Stewards and Food Servers.
- Eating plates and utensils shall be left at table upon leaving to indicated cleaning of the seating location is required.
- Eating locations shall be cleared, cleaned and sanitized by Stewards and Food Servers
- Access to the kitchen and food preparation area is limited to Stewards and Food Service workers.
- Stewards and Food Servers will wear masks and gloves. All food handling and safety rules are to be followed.

Cleaning, disinfection, and ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of surfaces, regalia, and other equipment in the Lodge environment, including restrooms, dining rooms, and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, door handles, elevator panels, railings, etc.

PROCEDURE

- The use of “communal” white gloves is prohibited- Elected and Appointed Officers will provide their own gloves and wash them after use.
- Top Hats shall be limited to only one user per hat per seven-day period.
- One person will be responsible for placing Lodge items into their storage areas. Officers will remove their regalia and place it at their stations for removal. Gloves will be taken home by the individual using them and laundered appropriately.
- The individual removing and storing the items will wear gloves and properly sanitize items if possible as they are handled and stored. Some items for consideration:
 - Soft regalia (aprons and collars) are not easily sanitized. A minimum of one week will be maintained between uses of the regalia. If wet with sweat or other body fluids, spot cleaning may be necessary. If spot cleaning is not possible, the item will be left to dry before placing it with other regalia.

- Hard equipment (columns, swords, tools, etc.) can be wiped down with an appropriate sanitizer. If the use of sanitizer will damage the item, it is to be placed in storage for a period of a minimum of one week.
- Books and other paper-based items are to be placed into storage for a minimum of one week.
- During the conferral of a degree bible books or pages shall be changed and the tools that came in contact with multiple people shall be wiped down between candidates to the maximum extent possible.
- The Lodge and other areas in use will be thoroughly cleaned and sanitized between each meeting/event by personnel assigned and trained to do so.
- Ensure appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product.
- Regular cleaning staff will clean and disinfect community spaces. They are trained on appropriate use of cleaning and disinfection chemicals. Other items to be considered for cleaning staff:
 - Wear disposable gloves and masks for all tasks in the cleaning process, including handling trash.
 - Additional personal protective equipment (PPE) may be required based on the cleaning/disinfectant products being used and whether there is a risk.
 - Gloves and masks will be removed carefully to avoid contamination of the wearer and the surrounding area.

Communications and training

This COVID-19 Preparedness Plan was communicated via hard copy or email to all members on **[date]** and necessary training was provided to Lodge Officers and those members as appointed/assigned. Additional copies of this plan will be posted at the Lodge and available for members to review. Additional communication will be ongoing and provided to all Officers and members who did not receive the initial training.

Instructions will be communicated to members and visitors about: social distancing; required hygiene practices; and recommendations that members and visitors use face masks while in attendance. Members and visitors will also be advised not to enter the Lodge or Social Hall if they are experiencing symptoms or have contracted COVID-19. This will be communicated via Lodge notices, Call-Em-All, email, or by direct verbal communication.

Lodge Officers and the Lodge Safety Officer(s) are to monitor how effective the program has been implemented by observation and review of the operations on a regular basis. Officers and members are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by the District Deputy Grand Master and the Elected Officers of Eureka-West Shore Lodge, Number 302 and was posted throughout the Lodge premises on **[date]**. It will be updated as necessary.

Attest: _____ Worshipful Master Date: _____
 _____ Lodge Safety Officer Date: _____

Approved by:

_____ Date: _____

District Deputy Grand Master, Masonic District 3

Appendix A – COVID-19 Information

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) –

www.cdc.gov/coronavirus/2019-nCoV

Pennsylvania Department of Health (PADOH): Coronavirus –

<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Coronavirus.aspx>

State of Pennsylvania: COVID-19 response – <https://www.pa.gov/guides/responding-to-covid-19/>

Businesses

CDC: Resources for businesses and employers –

www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC: General business frequently asked questions –

www.cdc.gov/coronavirus/2019-ncov/community/generalbusiness-faq.html

CDC: Building/business ventilation –

www.cdc.gov/coronavirus/2019-ncov/community/guidance-businessresponse.html

Federal OSHA – www.osha.gov

Respiratory etiquette

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

Housekeeping

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Environmental Protection Agency (EPA):

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Individuals exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

Training

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf