



Reopening Guidance for Lodges
Grand Master's Reopening Directive
as of April 13, 2021

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(as of April 13, 2021)

Background

Beginning on April 15, 2021, California's reopening plan allows private events and meetings, with limitations, in counties assigned to the red, orange and yellow tiers, but not to the purple tier. On April 13, 2021, the grand master issued his reopening directive. The directive permits, but does not require, lodges to hold in-person meetings and events beginning April 15, 2021, with limitations.

Steps Required to Resume In-Person Meetings and Events

1. The master determines that the county permits in-person private meetings and events, and if so, any additional requirements of the county.
2. The master concludes that in-person meetings and events can be done safely and in compliance with this directive.
3. The hall association (in consultation with the lodge) prepares and implements a written COVID-19 prevention plan. *(Template provided)*
4. The lodge prepares a defined guest list for each meeting or event, including a method to add to the guest list before the meeting.
5. The lodge creates a seating chart based on the guest list to provide as much physical distancing between attendees as possible.
6. The master appoints two officers the responsibility to check the required COVID-19 documentation of each attendee before admission. The documentation is either proof of full vaccination or a negative test result during the last 72 hours.
7. The master ensures that all requirements and guidelines of the state (including the mask mandate), county, this directive, and the prevention plan are adhered to.

State Limitations to In-Person Meetings and Events

Effective April 15, 2021, California allows private, indoor meetings in non-purple tier counties, and requires that indoor meetings adhere to the following requirements. It is lodges' responsibility to ensure they are in compliance with these limitations.

- *There must be a defined guest list for each meeting.* In order to create a defined guest list, we suggest that lodges, in advance of each meeting, poll their members (via invitation rsvp, survey, or other means) to determine which members plan on attending the meeting in person. We also suggest that lodges create a process by which members can be added to the guest list after polling has been completed. Please retain copies of the guest lists and make them available for inspection by your inspector if requested.
- *There must be a seating chart or assigned seating for the meeting.* Lodges must create a seating plan based on the guest list that provides for adequate social distancing between seats. If county social distancing requirements limit seating capacity, your lodge must limit attendance accordingly. We suggest that lodges reserve several seats for attendees that may be added to the

guest list after the polling described above has been completed. Please retain copies of the seating charts and make them available for inspection by your inspector if requested.

- *All attendees must be tested or provide proof of full vaccination.* In order to allow a member or guest into a meeting, the lodge will need to require that the attendee show documentation of either a recent (no later than 72 hours) negative COVID-19 test or full vaccination (all required doses). For each meeting, the Master should assign two officers with the responsibility to require and check this documentation.
- *Maximum indoor attendance –*
 - Counties assigned to the red tier: 100 people
 - Counties assigned to the orange tier: 150 people
 - Counties assigned to the yellow tier: 200 people
- *There may be no intermingling of multiple private events.*
- *People in California must wear a mask when outside of their home, unless they are specifically exempted under the mask mandate.*

County Limitations to In-Person Meetings and Events

The county in which your lodge meets may also have issued directives that effectively prohibit in-person meetings. To find out the status of meetings and gatherings in your county, go to the website of your county's public health department or call the department. In some cases, the city might also have requirements that are different than the county.

COVID-19 Prevention Plan

The grand master's directive, the state and perhaps your county require a written plan for the site of meetings in order to prevent COVID-19. This plan may need to be made available to the county at its request.

We have attached a prevention plan template as Appendix B. Your hall (in consultation with your lodge) should tailor the plan to the particular characteristics of the meeting hall and lodges. The plan should be completed only after a risk assessment of the meeting space has been performed. The plan should include guidelines for the lodges and their members to follow at meetings.

When the lodge's prevention plan has been completed, maintain and update it as necessary. The lodge must provide copies to all lodge members and the inspector. Use it as an education tool for your members.

COVID-19 Site-Specific Prevention Plan Template

Description of a COVID-19 Site-Specific Prevention Plan (SPP)

The State of California requires all reopening sites to:

1. Perform a detailed risk assessment and implement a site-specific prevention plan (SPP)
2. Train those returning to the site on how to limit the spread of COVID-19, including how to [screen themselves for symptoms](#) and stay home if they have them
3. Implement individual control measures and screenings
4. Implement disinfecting protocols
5. Implement physical distancing guidelines

Developing the SPP

1. Perform a risk assessment of the site using available CDC, state and county guidance. At a minimum, answer the following questions to understand the risk of COVID-19 exposure at meetings and events at your site. Use your SPP to reduce these risks. Keep in mind that even though meeting and event attendees may be vaccinated or may have received a recent negative test, exposure to COVID-19 is still possible.
 - How many current COVID-19 cases are in your community? High or increasing cases in the location of your meeting or event increase the risk of exposure to your attendees. Stay abreast of relevant information provided by your local health department and adjust your plans as necessary.
 - How many people will attend your meeting or event? Events with more people increase the likelihood of exposure. Physical distancing can reduce risk of exposure.
 - What is the length of the event? Longer events pose more risk of exposure than shorter events. Minimizing meeting times reduce the risk.
 - What are the common areas and shared surfaces in your facility that attendees will touch or use? Cleaning and disinfecting high traffic areas and shared surface areas will reduce the risk of exposure.
 - Will attendees follow the guidelines? If attendees do not follow the guidelines, the risk of exposure increases. Implement measures to monitor attendee behavior and address violations of the guidelines immediately.
2. Use the template below to create your SPP and ensure that those returning to the site will be protected. Add to the SPP as necessary to cover all identified risks and adopted protocols.
3. Finalize the SPP and post it at the site in a visible location near the entrance where those returning to the site can easily review it without touching the document.
4. COVID-19 flyers and posters are available from your county health department. Post this signage at entrances to inform attendees that they should:
 - Avoid entering or using the facility if they have COVID-19 symptoms;
 - Appropriately socially distance from other attendees;
 - Wear face coverings, as appropriate;
 - Sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and
 - Not engage in unnecessary physical contact.

COVID-19 Site-Specific Prevention Plan (SPP) Template

Site Name: _____

Site Address: _____

Date this SPP was most recently updated on: _____

The person(s) responsible for implementation of this plan are:

Hall President Name: _____

Other Name and Title: _____

Signature by one of the responsible persons

Lodge members and the inspector have been provided a copy of this SPP and have received training as required in this SPP. Other organizations that intend to meet at this site have also been provided with a copy of this SPP and it has been reviewed with those organization's leaders.

Name

Signature

Individual Control Measures and Screenings with Respect to all Meeting Attendees

Prior to any meeting at the site –

- The lodge or other organization intending to meet at the site (referred to collectively as the “lodge”) determines who will be attending the meeting and creates a written guest list of likely attendees. The guest list does not exceed in number the maximum amount permitted by state and county directives. The lodge retains the guest list and makes it available to the Hall and Inspector at their request.
- The lodge creates a written seating plan based upon the guest list that provides for adequate social distancing between seats. If county social distancing requirements limit seating capacity, the lodge limits attendance accordingly. The lodge retains the seating plan and makes it available to the hall and inspector at their request.
- On the day of the meeting, one or more representatives of the lodge: (i) confirms with hall representatives that the protocols described in the section of this SPP below, called “***Cleaning and Disinfecting Protocols,***” have or will be carried out prior to the meeting; and (ii) goes to the site prior to the meeting to ensure that the site and its furniture are arranged adequately to conduct the meeting safely and in a manner consistent with county social distancing requirements.

At the meeting at the site –

- The lodge designates two officers whose responsibility it is to ensure that the following meeting protocols are adhered to in all respects. Those officers, at the conclusion of the meeting, attest in writing that the meeting protocols were adhered to. The lodge retains the attestation of those officers and makes it available to the hall and inspector at their request.

Meeting Protocols

- Attendees self-screen for symptoms at home following [CDC guidelines](#). Attendees with symptoms do not attend the meeting.
- No attendee enters the meeting unless the attendee is on the lodge guest list and provides the lodge officer with written documentation of either a recent (within the last 72 hours) negative COVID-19 test or full vaccination (all required doses).
- Face coverings are required and are not shared.
- There is no intermingling of multiple private events at the site.
- Other protocols and limitations – *Add any other protocols or limitations based upon county requirements/guidance or other considerations identified during the risk assessment.*
 - _____
 - _____
 - _____
 - _____
 - _____

Cleaning and Disinfecting Protocols

- Thorough cleaning in high traffic areas is performed regularly. Commonly used surfaces are frequently disinfected.
- All shared equipment and touchable surfaces are cleaned and sanitized between each use.
- Cleaning and disinfecting schedule: *Insert schedule for cleaning/disinfecting. Enter N/A to all that do not apply to your specific site and add any that are missing.*

Cleaning/disinfecting schedule:

- Meeting room _____
- Kitchen _____
- Bathrooms _____
- _____
- _____
- _____
- _____
- Entrances and exits are equipped with proper sanitation products, including hand sanitizer and/or sanitizing wipes.
- Restrooms and hand-washing facilities will be made available and will stay operational and stocked at all times and additional soap, paper towels, and hand sanitizer are supplied when needed.
- Sanitizing supplies are provided to promote attendees' personal hygiene. This may include tissues, no-touch trash cans, hand soap, adequate time for hand-washing, alcohol-based hand sanitizers, disinfectants and disposable towels.

- Additional measures: *Add any additional measures that have been taken at the site.*

- _____
- _____
- _____
- _____

Physical Distancing Guidelines

- *Include a description of the layout of site during meetings in order to provide adequate physical distancing and meet any county distancing requirements.*

Notification of COVID-19 Positive Case at Site

- The county is notified of all positive COVID-19 cases.
- Attendees are aware that they can contact the county if a suspected exposure has occurred.

Training

The lodge's members are trained on the following topics:

- Information from the [Centers for Disease Control and Prevention](#) (CDC) on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- Self-screening at home, using CDC guidelines.
- The importance of not coming to the site if members display COVID-19 related symptoms, or if they or someone they live with have been diagnosed with COVID-19.
- The importance of seeking medical attention if their symptoms become severe. Updates and further details are available on CDC's website.
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using adequate hand sanitizer, per CDC guidelines).
- The importance of physical distancing (see Physical Distancing section above).
- Proper use of face coverings, including:
 - Face coverings do not protect the wearer and are not personal protective equipment (PPE).
 - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
 - The importance of washing and/or sanitizing hands before and after using or adjusting face coverings.
 - Avoid touching eyes, nose, and mouth.
 - Face coverings should be washed after each shift.

- Signage is posted at the site reinforcing the training topics. Flyers and posters are available from your county health department.

Compliance and Documentation

- This site is regularly inspected for compliance with this SPP and any deficiencies are corrected.