

COVID-19 Site-Specific Prevention Plan (SPP)

Site Name: Santa Cruz Masonic Temple

Site Address: 828 North Branciforte Ave, Santa Cruz, CA 95062

Date this SPP was most recently updated on: Sunday, April 25, 2021

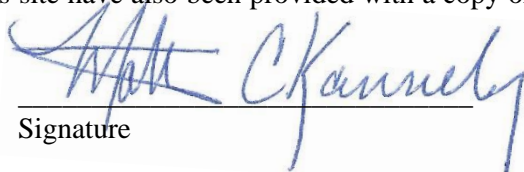
The person(s) responsible for implementation of this plan are:

Hall President Name: Matt Kannely

Other Name and Title: Todd Williams, Property Manager

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.

 Matt Kannely
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 Temple Board, Inspector, or any civil agency, at their request. This list must be available for 30 days after the event.
- 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 guest list and makes it available to the Temple Board, Inspector, or any civil agency, at their request. This list must be available for 30 days after the event.
- 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 (or gathering) 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). Lodge Officer inspecting documents will not on the attendance list his certification of having seen one of the two acceptable documents
- Face coverings are required and are not shared.
- There is no intermingling of multiple private events at the site.
- Other protocols and limitations for non fraternal meetings:
 - Additional information may be obtained by contacting the Santa Cruz Covid Call Center (831-454-4242) with questions about requirements on indoor social gatherings like wedding receptions, birthday parties and quinceneria.
 - At this time, present State guidelines limit attendees of **Social Gatherings** to a maximum of three (3) households (including the organizer)

Cleaning and Disinfecting Protocols

- Thorough cleaning in high traffic areas is performed regularly. Commonly used surfaces are frequently disinfected.
- All shared equipment and touchable hard surfaces are wiped and sanitized by each user before use, taking care to prevent cleaning fluid coming in contact with any fabric surface.(see bullets below)
- Cleaning and disinfecting schedule: BEWLEY'S CLEANING, INC.will provide weekly cleaning of the facility (including kitchen and bathrooms). Individual fraternal organizations using the temple will be responsible to disinfect and clean all surfaces in the designated spaces they will be using, prior to their regularly scheduled meeting.
- Cleaning/disinfecting schedule:
 - Meeting Lodge room: Wipe down hard surfaces prior to use, by group using facility.
 - Kitchen: Wipe down hard surfaces prior to use, by group using facility.
 - Bathrooms: Cleaned weekly by janitorial service. Supplies will be made available for use as necessary.
 - Dining Room: Wipe down hard surfaces prior to use, by group using facility.
 - “Western Room” (where the pool tables are located) Wipe down hard surfaces prior to use, by group using facility.
- 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.

Physical Distancing Guidelines

- Physical Distancing of 6 ft. in the facility (when possible) will be primarily enabled by the proper placement of officer in their station. There are sufficient seats on the sidelines of the lodge room, that guests (non – officers and those without formal lodge seating) will be able to physically space themselves as outlined by local regulation.
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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.