



**Franklin/St. John's/Trinity Lodge No. 221**  
**Free and Accepted Masons**

**COVID-19 PREPAREDNESS PLAN**

Franklin/St John/Trinity Lodge No. 221 is committed to providing a safe and healthy environment for our members and guests. To ensure we achieve a healthy meeting place, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic.

Our goal is to mitigate the potential for transmission of COVID-19 during all Lodge Related Assemblies and Events. In order for this plan to succeed it will require the full cooperation of all Officers, Members, and Guests. Only through a diligent cooperative effort will we establish and maintain an environment which fosters the safety and health of everyone involved.

Each of us is responsible for the execution of, and compliance with, all aspects of this COVID-19 Preparedness Plan.

We are serious about the safety, health and welfare of our members and guests. Total attendee involvement is essential for the continued development and ongoing implementation of a successful COVID-19 Preparedness Plan.

This COVID-19 Preparedness Plan follows the Centers for Disease Control and Prevention (CDC), the Pennsylvania Department of Health (PADOH) guidelines, and the Federal OSHA standards related to COVID-19. In addition, it incorporates the guidelines of the Grand Lodge of Pennsylvania and the Masonic Fund Society for the Greater Pittsburgh Masonic Center (GPMC).

**THIS PLAN 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.
- Management and supervision necessary to ensure effective implementation of the plan.

**Safety Officer**

The Worshipful Master (WM) in January of each year during the first Stated Meeting, will appoint a Lodge Safety Officer (LSO) and Assistant Lodge Safety Officer (ALSO) to ensure the guidelines within this plan are adhered to at all times. The LSO is to be knowledgeable in the Federal, State and Local guidelines (Appendix "A") as they relate to COVID-19 and its response. The LSO will also see the Rules, Regulations, and Edicts of the Grand Lodge of Pennsylvania are followed as related to COVID-19. The LSO will report any incident, infraction, or recommendation for process improvement to the WM who will then take action as necessary to ensure the safety of our members and visitors.

- The LSO appointed for the Year A.D 2020 - A.L. 6020 is Brother W. Joseph Carothers Jr.
- The ALSO appointed for the Year A.D 2020 - A.L. 6020 is Brother Andrew J. Trapp



## **Franklin/St. John's/Trinity Lodge No. 221** **Free and Accepted Masons**

### 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 Room.

1. Officers and Members are to be notified they are not to attend Lodge or Lodge functions if they are ill or have other health issues which would possibly make them more susceptible to contracting the disease.
2. Officers and members are to be notified they are not to attend Lodge or Lodge functions for a minimum of 14 days post-travel overseas, post-travel into suspected or confirmed "hot zones", if they have tested positive for COVID, or are awaiting test results.
3. Individuals who are noticeably ill will not be permitted into the Lodge Room or other Facilities relating to the GPMC.
4. Signage will be posted at the entry to the Lodge Room and Social Areas reminding members and guests they are not permitted to attend Lodge or Lodge functions if they meet the criteria identified in items 1, 2, or 3.

### Handwashing and Sanitizing

Basic infection prevention measures are being enforced at our Lodge at all times. All members and guests are instructed to wash their hands for at least 20 seconds with soap and water before entering the lodge room, prior to any meals or events, and after using the restroom. All members and guests will be required to wash or sanitize their hands prior to or immediately upon entering the lodge room or GPMC. Hand-sanitizer dispensers (using a solution of greater than 60% alcohol) will be located at all entrances and at least one location within the lodge room to facilitate hand hygiene in place of soap and water, as long as hands are not visibly soiled.

- Procedure
  - The LSO will ensure hand sanitizer dispensers are full with one being located within the Lodge room and at all points of entry and exit. The LSO will ensure bathrooms have the proper soap and paper products; hand towels and tissues, necessary for the volume of people present.
  - The LSO and Lodge Officers will ensure everyone entering and exiting the lodge room or GPMC will sanitize their hands.

### Respiratory Etiquette

The LSO, ALSO and Lodge Officers will ensure all members and guests entering the lodge room will have on the required facial covering, this includes but not limited to all staff, officers, members and guests.

Members and guests will follow masking guidelines as required by the PADOH/CDC with the exception of eating in the GPMC Dining Hall. Face masks are only to be removed once seated. Upon rising to move throughout the hall, masks must be repositioned per PADOH/CDC guidelines. 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. If tissues are used, they will be discarded in the nearest trash receptacle and immediately afterwards hands will be washed or sanitized. Respiratory etiquette will be supported by making tissues and trash receptacles available throughout the lodge room and GPMC.

During Opening and Closing of Lodge, face masks will be worn by all members and guests. During the business portion of Lodge, masks may be removed, as per the comfort level of each attendee. If a Brother must move within the Lodge room, or is requesting to be excused, this individual, all related officers and brothers within a six-foot proximity of the travel path must reapply their mask prior to any movement.



## **Franklin/St. John's/Trinity Lodge No. 221** **Free and Accepted Masons**

### Social Distancing

The LSO will be responsible to ensure compliance to the six-foot Social Distancing requirement at all times within the lodge room and GPMC Social Areas.

- Lodge Room
  - Lodge Room occupation will be restricted to 75% in the “Green Phase” until the restrictions are lifted. Seating will follow the Masonic Fund Society outline. Chairs may be placed on the floor to expand seating capacity provided the 6-foot rule is maintained.
  - Attendees will adhere to the mandated six-foot distancing requirement.
  - Officer Stations and Places may be relocated to accommodate the six-foot distancing rule.
  - All Charity collection containers will be placed outside the inner door of the lodge room and will not be passed.
  - All minutes will be read by the Secretary, distribution to members and guests for their review is prohibited.
- GPMC Dining Hall
  - Usage of the dining hall and associated food service will be set at the guidance of the Masonic Fund Society.
  - All meals will be governed by guidance of the PADOH and Food and safety standards
  - Self-service drinks are discouraged. Refilling of cups or glasses is prohibited.
  - Access to the kitchen and food preparation area is limited to Certified Food Service Workers.
  - Food Servers will conform to all PADOH and Food Service safety standards required for food handling.

### Cleaning, Disinfection, and Ventilation

Regular housekeeping practices will be maintained by the staff of the GPMC, per requirements set forth by the Masonic Fund Society Plan. Routine cleaning and disinfecting of surfaces, regalia, and other equipment within the Lodge environment will be the responsibility of the LSO and the ALSO. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as door handles and knockers, masonic stations, railings, etc.

- LSO Procedure
  - The use of “communal” white gloves is prohibited. Elected and Appointed Officers will use their own gloves and wash them after each use.
  - Two people only; one being the LSO and the other ALSO, will be responsible for placing Lodge items into appropriate storage areas. Officers will remove their regalia and leave it at their individual station or place.
  - The LSO and ALSO retrieving and storing regalia, working tools and related lodge items will wear gloves and when possible will properly sanitize items 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 use of all regalia. Regalia will be hung on hangers, in their appropriate storage locker. 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, working 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.



## Franklin/St. John's/Trinity Lodge No. 221 Free and Accepted Masons

- To ensure appropriate and effective cleaning and disinfecting, supplies have been purchased and will be used in accordance with product labels, safety data sheets and manufacturer specifications. The LSO and ALSO will be required to use proper personal protective equipment identified per each product.
- GPMC Procedure
  - The GPMC Maintenance staff will clean and disinfect community spaces. They are trained on the appropriate use of cleaning and disinfection chemicals. Other items to be considered for cleaning staff:
    - Wear disposable gloves and gowns 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 of splash.
    - Gloves and gowns will be removed carefully to avoid contamination of the wearer and the surrounding area.
    - The use of floor and/or ceiling fans is prohibited to reduce the amount of air circulation within the room.

### Referencing Documentation

- Grand Lodge
  - COVID-19 Release Form
    - The COVID-19 Release form was provided by the Grand Lodge of Pennsylvania. This document must be signed in the presence of a witness by all members, guests or visitors desiring to participate in **any** Masonic or Non-Masonic Related activity within the GPMC. Those whom elect to waive this mandate will be prohibited entry into the Lodge Room and Greater Pittsburgh Masonic Center. The authorized release form will be maintained by the Secretary of each organization for a period of three (3) years, per the direction of the District Deputy Grand Master.
  - Lodge Building Release Form
    - This form will be posted at all points of entry throughout the Greater Pittsburgh Masonic Center and at each Lodge room. Its requirements are to be adhered to by any Brother or Guest desiring entry into the building and or Lodge room for any purpose.

### Communications and Training

This COVID-19 Preparedness Plan will be communicated via hard copy or email, and is also located within the “COVID Tab” on the Lodge website. All necessary on-going training will be provided to Lodge Officers and those members as appointed/assigned. Copies of this plan will be posted in the lodge room area for members and guests to review prior to entry.

Explicit instructions will be communicated to all attendees regarding social distancing and required hygiene practices. All attendees must use face masks per the Respiratory Etiquette section of this plan. Attendees will also be advised not to enter the lodge room or GPMC if they are experiencing symptoms or have contracted COVID-19.

The Worshipful Master, LSO and ALSO are to monitor how effective the program has been implemented through observation and review of the operating practices 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 Franklin/St. John/Trinity Lodge No. 221. Updates to this procedure will be facilitated as necessary.



**Franklin/St. John's/Trinity Lodge No. 221**  
**Free and Accepted Masons**

**Appendix A – COVID-19 Information**

Centers for Disease Control and Prevention

- Coronavirus (COVID-19)
  - [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)
- Businesses: CDC: Resources for businesses and employers
  - [www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](http://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](http://www.cdc.gov/coronavirus/2019-ncov/community/generalbusiness-faq.html)
- CDC: Building/business ventilation
  - [www.cdc.gov/coronavirus/2019-ncov/community/guidance-businessresponse.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-businessresponse.html)
- Respiratory etiquette
  - CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)
  - CDC: [www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)
- Social distancing
  - CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)
- Housekeeping
  - CDC: [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://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](http://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](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)
- Individuals exhibiting signs and symptoms of COVID-19
  - CDC: [www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://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](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

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/>

Federal OSHA – [www.osha.gov](http://www.osha.gov)

- [www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

Environmental Protection Agency (EPA)

- [www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)