

## Swansea Masonic Hall Company Limited

### COVID – 19 Virus Re-opening Operational Plan/Procedure

Revised November 5<sup>th</sup> 2020

This document has been prepared to ensure compliance with all Legislative requirements and guidance from all sectors is achieved to re-open SMH in a safe and controlled manner during the easing of the current lockdown period.

All Brethren of Lodges/degrees must comply with the requirements as set out in this document to ensure the safety and well-being of all who use the Hall. **Persons visiting the Hall do so at their own risk and SMHCL will not accept Liability for the contraction of the virus or any associated illness.**

The Covid 19 virus is widely recognised as being spread via minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. It is also transferred to the hands and from there to other surfaces where, depending on moisture content and temperature it can exist for a period of time.

Some of the main Symptoms recognised include: - A high temperature, a new continuous cough, tiredness, a loss or change to the senses of smell or taste. Any person showing any of these symptoms or signs of a respiratory illness, cold, hayfever etc. **MUST NOT ATTEND** the Hall.

**If in doubt do not attend.**

Individuals who are shielding, in self-isolation, 70 years of age (or over) or with underlying health issues are more likely not to survive and it is therefore strongly recommended they do not attend until advice changes.

Persons are reminded to catch coughs, sneezes in their sleeve or a tissue, place any tissues in their pocket and dispose of in waste when home. Do not touch face, eyes, nose or mouth with unclean hands sanitise immediately.

#### **Role of Lodge/Order Secretary**

It is recommended that secretaries start communicating with their members immediately to identify their intentions on attending or not meetings, seeking their willingness to undertake responsible roles in ensuring the safety and well-being of those attending. All lodges/Orders will be required to nominate a minimum of 2 safety stewards to undertake the roles identified later in this plan.

Secretaries will be responsible for formulating a list of those brethren who will be attending a meeting, this list being issued to the safety steward responsible for access and egress control who will ensure only those named on the list will gain entry to ensure safe permitted numbers are adhered too, a role call can be taken in the event of an emergency or should Test, Track and Trace measures be required at a later date. The safety steward will be responsible for amending the list of non-attendees, this list will then be available for the minutes as no signing in is permitted.

Additionally, **W.Bro Terry Webber** must be supplied with a copy of the summons, identifying the names of the Safety Stewards to ensure SMHCL can make all logistical arrangements in addition to the completed list of attendees following the meeting. **The summons or cancellation of a meeting must be received no later than one week prior to the meeting and sent to**

**terrywebber2012@gmail.com**. SMHCL will take no responsibility for the setting up or taking down of the lodge this will be the responsibility of the lodge as will be the responsibility for cleaning the

said equipment when re-stored. Suitable cleaning materials will be provided; all waste **MUST** be placed in the bins provided for disposal by the cleaning staff in the appropriate manner.

On occasions when both temples are in use staggered start times must be agreed between the secretaries of the lodges concerned this will ensure social distancing will be achieved. A minimum of 30 minutes is mandatory.

### **Use of Hall**

It is essential in the early days to restrict the use of the Hall to the Major and Minor temples each being used only once per day to ensure an effective cleaning regime and satisfactory time lapse between usage. It therefore follows that Constitutional regular meetings will take precedence over Lodge of Instructions. All other areas of the Hall including meeting rooms, lounges etc. will be considered out of bounds until guidance changes on social distancing. **All NO ENTRY SIGNS MUST BE OBSERVED.** Updated and Amended events diaries will be forwarded to Secretaries as appropriate. W.Bro, Terry Webber has been given full authority to manage and populate the events diary on behalf of SMHCL. **It is paramount that W. Bro Terry Webber receives a copy of all summonses in addition to being informed of all meetings which are cancelled to ensure the diary is amended.**

### **Restriction on numbers as follows: -**

Major Temple 15 persons

Minor Temple 15 persons

Use only those seats identified by a sign with a **green tick** to ensure social distancing and a strict cleaning regime can be affected.

### **Toilet Facilities**

These will be restricted to one person at a time as follows: -

Able bodied persons toilet situated in West corridor first floor.

Non abled persons disabled toilet West corridor ground floor.

### **Before attending**

You will be aware that personal hygiene especially the regular washing/sanitising of hands is a major factor in preventing the spread of the virus. You are therefore requested that you ensure your hands are sanitised before leaving home, make travel arrangements that does not include travelling with others from another household and not traveling by public transport.

### **Car Park**

With the exception of those less abled the car park is **not to be used** to ensure there is sufficient outdoor space for persons to ensure the 2 metre socially distance is maintained whilst waiting to gain entry.

### **On Arrival**

Each Lodge/degree must provide a minimum of 2 safety stewards who will be responsible for checking names against the list of attendees supplied by their respective secretary, checking individuals temperature with the recognised device (provided), opening the Fire Exit leaves of the main entrance doors, corridor doors and temple doors to provide single file access, switching on lighting to provide sufficient illumination. When satisfied all persons are present the steward will secure the Hall and proceed to the Temple ensuring all fire doors are closed. This will eliminate the need for persons to touch surfaces. All brethren are requested to carry their personal regalia and effects (bottled water) in a carrier type bag to prevent cases etc. having to be stored.

There will be a hand sanitising station immediately adjacent to main entry door and this must be used before proceeding to the Temple. **Gloves must not to be worn;** evidence suggests cleaning the

hands at regular intervals is the preferred method in preventing cross contamination. Hand sanitising stations will be strategically located along all entry/exit routes. There is no requirement to Tyle the lodge (however the Tyler must be in position) therefore Temple doors are **NOT** to be closed thus preventing further touching of surfaces.

## **Entry Protocols**

### **Major Temple**

Able bodied proceed up the main staircase directly to the Temple avoiding touching of surfaces. Less abled bodied will gain access by the external lift then proceed to the first floor by the lift only one person at a time. Dress in their personal regalia storing their carrier bag in their pocket. Take an available seat furthest from the entrance door as is practicable (identifiable by sign with green tick). Depending on the business ceremonies must be undertaken in accordance with the advice which has been communicated by UGLE and Provincial Grand Lodge.

### **Minor Temple**

Proceed up the main staircase/lift across the crush landing and along east corridor to Temple then as per Major Temple.

### **On Exit**

On completion of ceremony/business exiting the Hall will be in direct opposite to Entry, single file following the Safety Steward to outdoors ensuring you take all personal effects with you. When satisfied the safety Steward will close all corridor doors switching off lighting and exit the Hall as under normal circumstances, ensuring the fire exit doors and inner lobby doors are secure. Security of the Hall will be completed by an employee of SMHCL.

### **Additional Information**

**Any person found to have a raised temperature when tested will not be allowed entry.**

Due to there being very limited ventilation throughout the Hall the wearing of a face covering is **mandatory** when walking around the Hall, this can be removed when suitably seated in the Temple. **It is mandatory that the organ is not to be used and no singing within the building (including the National Anthem).**

If you have not been informed by your secretary that you are on the list do not attend as you will not be admitted. Obviously, circumstances change and it may be you can attend but you must still get clearance from the Secretary who will amend the list and communicate with the stewards.

Dining & Bar facilities **will not be available** until further guidance indicates it is safe to do so.

On occasions when a temple is double booked preference will be given to constitutional regular meetings. If available the diary will be amended to offer alternative dates for LOI & general meetings if urgently required. There is no restriction to holding an LOI or meeting prior to the regular meeting, however, there must be no time gap between meetings (**once in stay in**). The start times of all meetings **MUST** be shown on the summons and notified to SMHCL for logistical reasons.

Additional meetings may be arranged by contacting the Diary Secretary Terry Webber who will be responsible for all administration of bookings. An up-dated diary will be communicated on a regular basis.

All meeting rooms, lounges, anti-rooms etc. have been closed due to their size, limiting numbers and social distancing requirements this will additionally ensure resources are used effectively in daily deep cleaning all areas in use.

All no entry signs must be observed.

NHS bar codes for use with the mobile app have been displayed for those who choose to use it, however, this is not mandatory and in addition to the mandatory formal list prepared by the Secretary.

Due to time constraints it will not be possible for a trial training morning to be arranged, however, should you require further advice please email including telephone contact number to W.Bro, Terry Webber with your questions and you will receive an appropriate response.

This Plan will be reviewed and amended at regular intervals and in accordance with further guidance as it is promulgated by Legislation, UGLE and Provincial Grand Lodge.

Version 2

Dated 5<sup>th</sup> November 2020

Prepared by P R Crayford Chairman