

COVID-19 Site-Specific Prevention Plan (SPP)

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)

Site Name: Masonic Temple Association of Sacramento

Site Address: 1123 J Street • Sacramento CA 95814 • (916) 443-5058

Date this SPP was most recently updated on: Thursday, April 19th, 2021

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

Hall President Name: **Paul Sinogui**

Other Name and Title: **Francisco Marques • Building Manager**

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.

Francisco Marques

MTAS Building Manager

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 should 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, i.e., no more than one lodge per day.
- Other protocols and limitations – *Add any other protocols or limitations based upon county requirements/guidance or other considerations identified during the risk assessment.*
 - **No more than one person per elevator will be allowed (except people from same household)**

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: **One hour before access**
- Kitchens **One hour before access**
- Bathrooms **One hour before access (Every 2 hours during event)**
- Elevator **One hour before access (Every 2 hours during event)**
- 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.*
 - **Restrooms available on all floors: 2nd Floor (2), 2M Floor (1), 3rd Floor (5), 3M Floor (2)**
 - **Wall-mounted hand sanitizer dispensers available in restrooms**
 - **Stand-alone hand sanitizer dispenser available in the lobby**
 - **Hand sanitizer bottles and sanitizing wipes available in meeting rooms**
 - **Disposable gloves and facemasks available in the lobby and kitchens**
 - **Disposable plates, cups, utensils, and napkins available in the kitchens**

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.*

See Seating Charts

Notification of COVID-19 Positive Case at Site

- The county is notified of all positive COVID-19 cases.
- Attendees are informed by posted signs on site 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 may not completely protect the wearer and should not be considered to be entirely sufficient as 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.