



KMH General Covid-19 Policy – Masonic Use

This policy has been produced in accordance with the conclusions from the KMH Covid-19 Risk Assessment and in line with Government guidance.

Compliance

- Government Social distancing rules to be applied and maintained throughout the building.
- The use of sanitizing stations in all areas as directed is compulsory.
- Members etc. must comply with all signage displayed.
- All members etc. must comply with one-way systems and directions from appointed persons.
- Users or those in charge must be fully conversant with the following rules of general compliance and must allow for the extra time needed for compliance.
- The number of Members etc. using the Hall must be capped by organisers to comply with Government Social Distancing and UGLE rules.

Please Note: under current guidance from HMG and UGLE, meetings shall have a MAXIMUM OF 30 people attending and no dining is allowed.

General Compliance – Masonic Use

1.0 Entry to KMH, Signing In and movement to Changing and Dining Rooms

- 1.1. Entry to building: The building will be unlocked by the caretaker in accordance with usual practice. At masonic meetings of all kinds, each lodge etc. is to have a man posted inside the entrance to let people in using the wall mounted hand switch.
- 1.2. Signing in: Each lodge must have one man to take the names etc. as dictation, to write into the register and then direct members etc. to the appropriate changing room instructing them to immediately change into their regalia. **Gloves must only be worn in the lodge room.** The members etc. must then go into either the dining hall or to the Lodge room.
- 1.3. Entry to the Master Mason's changing room and the Committee room after arrival. The doors to both rooms must be wedged open (the committee room door is held open by a magnet linked to the fire alarm). The Master Mason's changing room has a one-way system, entry is made by using the door closest to the main entrance, and exit is made via the door closest to lift. Entry and exit strictly one at a time.
- 1.4. Entry to the Dining room: The Dining room has a one-way system using the double doors, both sets of which must be wedged open. Entry is made using the doors nearest to the Committee room, and exit is made via the doors nearest to the bar.

2.0 Entry to Lodge Room, use of the Stairs and Lift



- 2.1. Entry to Lodge room: There must be no crossing on the stairs. The Inner guard must be in place to keep the Lodge room door open and clear of congestion. Members etc. must sit in the Lodge room as marked on the bench seats to comply with social distancing.
- 2.2. Once inside the Lodge room, but only in the Lodge room, may gloves may be worn, it is the Lodge's responsibility to ensure on-going compliance with Government advice and legislation.
- 2.3. Using the Lift: Members etc. must sanitize their hands using the Lift sanitizing points before operating the Lift buttons and entering the Lift. On exiting the Lift, users must again sanitize their hands using the Lift sanitizing points.

3.0 Toilets (both Male and Female)

- 3.1. The toilet entry/exit doors must be wedged open, there will be no compromise to personal privacy in so doing.
- 3.2. The Toilets are strictly one in and one out.
- 3.3. Entry: Before entering the Toilets members etc. must sanitize their hands at the sanitizing point.
- 3.4. After using the toilet, member's etc. must wash and dry their hands.
- 3.5. Exit: Exit **without** touching any surface after drying hands. If compromised re-sanitize using the sanitizing point at the Toilet entrance.

4.0 Use of the Bar

- 4.1 The bar staff and members etc. are protected from each other by a Perspex screen.
- 4.2 Due to limited space behind the bar only 2 members of staff shall be on duty.
- 4.3 Payments: Preferably, all payments must be made using a contact-less card transaction.
- 4.4 Glasses: All glasses are single use. Used glasses must be deposited into the crate placed next to the Bar access door before re-ordering drinks.
- 4.5 Service to be one member at a time with queuing in accordance with social distancing rules.

5.0 Dining (when permitted)

- 5.1 Diners must be sat in accordance with social distancing rules. This will reduce the number of diners on larger gatherings. The number dining must be controlled by each Dining Steward or Secretary or whoever is in-charge of dining.
- 5.2 Service. The provision of food shall be either a served buffet (with servers in PPE), or plated meals served and collected by each diner at the kitchen door using a table as the pass.
- 5.3 Portable sneeze guards to be sited between the food, the server and the customer.

6.0 Exiting the Building

- 6.1. Sanitize hands before exiting (at signing in table).
- 6.2. The door must be manned and operated as before.



7.0 Contact Tracing

- 7.1. If any attendee of a meeting falls ill with or develops symptoms of Covid 19, they should contact the secretary of the meeting attended who, along with the individual concerned, shall be expected to give full support to government Contact Tracing.

8.0 Catering

- 8.1 The Caterer shall sign a Compliance agreement with KMH.
- 8.2. The Caterer is responsible for the compliance of his employees and for all safe working practices within the kitchen.

9.0 Deep Cleansing

- 9.1. As soon as possible after each meeting the Hall must be recleaned and sanitized by the Caretaker.

By order of the Board of Directors; The Keynsham Masonic Hall Ltd

