

## Instructions to Secretaries for Meetings at Northfield Masonic Hall

### DOWNSTAIRS TEMPORARY TEMPLE, STEWARDS ROOM AND DOWNSTAIRS TOILETS

The steps below are required to be followed by all Lodges, Chapters and Orders meeting at Northfield Masonic Hall during the current Covid-19 Pandemic.

They are designed to minimise the risk to Members meeting at the Hall and to ensure that we are adhering to current Government legislation.

In order to meet at the Hall, confirmation is required that the below conditions will be adhered to, so that we can provide assurance to Provincial Grand Lodge and other units meeting at the Hall that we have taken appropriate measures.

1. Ahead of each meeting the Dining Room (temporary temple), Stewards room and toilets will be disinfected and cleaned
2. The Secretary should confirm with the Hall Secretary or Assistant Secretary that you will be attending, even if this is a pre-scheduled meeting
3. The Secretary or another nominated Brother should arrive ahead of the rest of the Members to prepare for the meeting:
  - a. Ensuring all doors are opened and the fire exit door is opened preventing members touching doors unnecessarily.
  - b. Entry and Exit (other than for the Brother opening up) should be via the Fire Exit doors to the rear of the dining room adjacent to the toilets.
  - c. Ensuring that each member uses the wipes or hand gel on arrival
  - d. All Members to ***sign in AND sign out on arrival and when leaving***. There is a new book for this at the entrance. This is in addition to the Tyler's book – this is required for track and trace reasons
  - e. No Member should use the upstairs rooms, committee room 1 or reception area and should remain within the dining area, Stewards Room and Toilet areas
  - f. There may be a meeting held upstairs at the same time, we need to prevent contact between these two groups to adhere to UGLE Guidance and Government Legislation
  - g. There should be no more than 30 Members in attendance, the Secretary must manage this matter if the number exceeds this
  - h. Plastic cups should be used for water as we cannot re-use the glasses normally available. Used cups should be taken home for disposal by the user and not left at the Hall.
  - i. In line with UGLE guidance - shared regalia should not be used including collars or surpluses/robes, however, Members can wear their own personal collar.
  - j. At the end of the meeting any shared items in use (S&C or wands for example) should be wiped down with the disinfectant wipes prior to putting them away
  - k. Any face masks or disposable gloves worn during the meeting must be taken with the brethren and disposed of elsewhere and NOT at the hall.
  - l. If yours is the last unit meeting at the Hall that day, please ensure all doors are closed behind you and lights turned off as you normally would.
  - m. Any issues or concerns prior to or after a meeting should be reported to one of the Hall Directors for resolution (David Morris, Derek Davenport, Paul Wong, Chris Phillips, Anthony Watts)
  - n. The Hall will be cleaned after each meeting, including using the disinfectant 'fogger machine' in all areas.
  - o. Between meetings we aim to ensure that the members have left the building prior to the next group arriving and to have disinfected.
  - p. We need a minimum of 30 minutes to disinfect using the fogger, please be patient with us whilst this takes place.

**Contact details for Directors:**

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