

# COVID-19 Site-Specific Prevention Plan

## Ben Ali Shrine Center



### 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.

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**COVID-19 Site-Specific Prevention Plan (SPP)**  
**Ben Ali Shrine Center**

**Site Name:** Ben Ali Shrine Center

**Site Address:** 3262 Marysville Blvd Sacramento CA 95815

**Date this SPP was most recently updated on:** 5/1/2021.

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

Potentate: William “Bill” Wells  
Recorder: Lew Wentworth

*Signature by one of the responsible persons*

Temple’s members 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.

\_\_\_\_\_ Name

\_\_\_\_\_ Signature

**Individual Control Measures and Screenings with Respect to all Meeting Attendees**

Prior to any meeting at the site –

- The Temple or other organization intending to meet at the site (referred to collectively as the “Temple”) determines who will be attending the meeting and creates a written guest list of RSVP’s Received. The guest lists will not exceed in number the maximum amount permitted by state and county directives. The Temple retains the guest list and makes it available upon request.
- The Temple 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 Temple limits attendance accordingly. The Temple retains the seating plan and makes it available upon request.
- On the day of the meeting, one or more representatives of the Temple: (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 Temple 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 Temple 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 do not attend the meeting.
- No attendee enters the meeting unless the attendee is on the Temple guest list and provides the Temple 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.
- See attached information for Temple building implemented mitigations as recommended by assessment team.

### **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**

- Activities Room: the day of and preceding any meeting or event. Touchable surfaces such as door handles, light switches and podiums will be cleaned prior to the close of the building.
- Kitchen: The day of and preceding any meeting or other event. Touchable surfaces such as door handles, cabinets, and refrigerator doors will be cleaned immediately after use and prior to closure of the building.
- Bathrooms: Activities Room/ Hart House/ Outdoor restrooms to be cleaned the day of and preceding use. Touchable surfaces such as door handles, stall doors and faucet knobs cleaned immediately after use and prior to closure of the building.
- Office: all high touch surfaces including door handles, light switches etc. will be cleaned prior to and after any temple 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.

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- Sanitizing supplies are provided to promote attendees' personal hygiene. This may include tissues, no-touch trash cans, hand soap, adequate time for handwashing, alcohol-based hand sanitizers, disinfectants and disposable towels.
- Additional measures: *Add any additional measures that have been taken at the site.*
  - Additional cleaning and sanitizing of surfaces and implements as needed.

### **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.*  
*Please see attached diagrams for table placement number of chairs at each table shall be 6 or less.*  
*Signage will be posted with social distancing guidelines.*
  - There will be assigned seating for all meetings in order to maintain proper distance.
  - The format of Shrine meetings prevents close contact between members participating in the meeting for periods exceeding the threshold for close contact as defined by California Department of Public Health.
  - Observers are required by SSP to socially distance. This requirement will be enforced by the Potentate and his Divan. Compliance with the Potentates instruction is MANDATORY while participating in Shrine Activities. This requirement is consistent across all Masonic Appendant Bodies

### **Notification of COVID-19 Positive Case at Site**

- The county is notified of all positive COVID-19 cases.
- Attendees are aware that they can contact the county if a suspected exposure has occurred.

### **Training**

The Temple's members are trained on the following topics:

- Information from the [Centers for Disease Control and Prevention](https://www.cdc.gov) (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 do not protect the wearer and are not personal protective equipment (PPE).

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- 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.

COVID-19 EVENT TRACKING FORM

Ben Ali Shrine Center 3262 Maryville Blvd Sacramento CA 95815

Date:

Rooms Used: Activities Room Kitchen Conference Room

COVID Warden No. 1 \_\_\_\_\_

COVID Warden No 2 \_\_\_\_\_

How many in attendance? \_\_\_\_\_

See office for Max Capacities 916.920.4107

Length of time for meeting \_\_\_\_\_

Please attach reservation list

Notes

By signing this document, the Wardens attest that all protocols and guidelines were followed as outlined in the COVID warden section of the SSP

Warden No. 1 Signature

Warden No. 2 Signature

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## Ben Ali Shrine

### Stated Meeting Reopening Frequently asked Questions

#### **When will the Temple open?**

June 8<sup>th</sup> will be our first in person Stated Meeting.

#### **How do I make a reservation for an event?**

For stated meetings, the office is the contact. Call 916.920.4107 or email [office@benalishrine.org](mailto:office@benalishrine.org) An RSVP on the App DOES NOT CONTITUTE A RESERVATION! Reservations must be made before end of business(4pm) the Monday before the stated meeting.

#### **If I leave a message on the office voice mail does that count as a reservation?**

Yes. You will receive a confirmation call from the office.

#### **Is there a limit to the number of people allowed at events?**

Currently for indoor events in the Activities Building are limited to 100 people. So, get your reservations in early.

#### **Can I just show up to an event without an RSVP?**

No. RSVPs are essential and required for the reopening plan.

#### **What do I do if I make a reservation but realize later find I cannot attend?**

If Possible, please contact the office so that your reservation can be released, and your place made available to others.

#### **Will I be required to wear a mask?**

Yes. All attendees will be required to wear a face mask always covering nose and mouth while not ACTIVLY eating or drinking.

#### **What if I am unable or unwilling to wear a mask?**

We will continue to stream our stated meetings via Zoom so you can enjoy the stated meeting from the comfort of your home.

#### **How early can I arrive before the stated meeting?**

Doors will open at 6:30 for the 7pm start time.

#### **Is there a screening process before I enter the building?**

Yes, we request that you self-screen at home before heading to the meeting. You will be asked to present proof of your COVID 19 immunization card (second shot, must be at least 14 days prior to event). Or proof of a Negative Covid 19 test taken in the last 72 hours. Children under the age of 16 are not required to show vaccination or test. Anyone over three must wear a mask.

#### **Can I sit wherever I please?**

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No. You will be assigned a seat and notified of your seat assignment by the greeter at the door. That is your seat for the evening.

**Can I change seats if I see an empty seat that I prefer?**

No. Once assigned a seat you must keep that place for the evening. This is vital to our reopening requirements.

**Will Restrooms be available?**

Yes. Our newly remodeled restrooms are available for use. We ask you to maintain proper social distancing protocols while you are away from your table.

**Will the Bar be open?**

Yes. The Bar will be open as your used to. We ask that you please not crowd around the bar. Keeping proper distance while waiting will help us stay open. Tickets will be sold outside of the bar and the number of people in the bar area will be limited.

**Will food be provided?**

For the summer months food will be provided in creative ways, starting with a food truck on the grounds for you to purchase your meal.

**Will I be able to visit with other after the conclusion of the meeting?**

Yes. At the conclusion of the meeting, all attendees will be ushered outside so the activities center can be sanitized. You are welcome to visit outdoors following the conclusion of the meeting, as you feel comfortable doing so.

**Do we have to notify Ben Ali if I test positive for Covid 19 after a meeting?**

Yes. If you test positive for COVID 19 within two weeks of a Shrine event, please contact Kathy in the Office @916.920.4107 or the Potentate. Such information will be treated with the utmost respect for personal privacy.

**What if I feel under the weather before the meeting, should I still come?**

No. Please err on the side of caution and make caring for the health and safety of your Shrine family your highest priority by staying at home. Even if you are vaccinated you can still get infected and spread the virus to others.

**If I, or a member of my household, tests positive for COVID 19 when can we return to the Shrine?**

The general recommendation is to self-isolate for a period of two weeks. But. Please consult your personal doctor and follow their advice.

**Will the Activities building be sanitized prior to in person events?**

Yes. The staff will clean and sanitize the building prior to every stated meeting.

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