

Code of Conduct - Use of Freemasons Hall whilst in Covid-19 Restriction Period - Rev2 20th July 2021

The following must be complied with by all Lodge & Side Degrees & the Rotary Club. (When Lodge is used it covers both Lodges & Side Degrees)

Item	Area	Users
1	Planning to Meet - Dining	The Dining room is being refurbished with a suspended ceiling and new lighting being installed, we estimate that this work will be completed by 20th August. A new franchisee caterer will then be in place by this date their contact details will be sent to all secretaries in the next few weeks to pass to their dining stewards
2	Face Coverings & Gloves	The wearing of Face masks is recommended but this is up to individuals / Lodges and other organisations. The wearing of Masonic Gloves is up to the Lodges & members.
3	Persons suspected of having Covid-19 or told to isolate.	Persons suspected of having Covid-19 or close family members diagnosed with Covid-19 or they have been instructed to isolate MUST not be admitted.
4	Persons that have not had two covid inoculations.	Persons that have not had two covid inoculations MUST not attend meetings at these premises.
5	Hand Sanitisation	All persons MUST use hand sanitiser to reduce risk of virus spread. Instructions poster will be required.
6	QCR Code / Log of Persons attending meetings	Persons with intelligent phone MUST log in using QCR code. Secretaries MUST keep log of those attending.
7	Temperature check of all persons entering the building.	A wall mounted temperature measuring device that shows temperature and speaks will be installed w/c 9th August 2021.
8	Persons Over Temperature	Anyone found to be over normal temperature must be sent home immediately and advised to contact the NHS. Those persons that have been near anyone that has had an above temperature indicated must be told to leave the building immediately and contact NHS 111 for Testing. The areas where the over temperature person has been must be immediately disinfected i.e. door handles, banisters etc. All persons present must then follow the Governments Isolation rules.
9	Social Distancing	Any Social Distance Government Guidelines are followed.
10	Door Top of Entrance Steps	The door should be left open at top of steps until all persons have arrived, Tyler / Rotarian can then shut, when people are about to leave, leave open until last person leaves.
11	Ladies & Gents Toilets - Electric Hand Dryers & Paper towels & Waste bins, risk of virus spreading.	The Electric Hand Dryers have been isolated - Two Stainless Steel Paper Towel Dispensers installed. Two sanitising soap dispensers installed. Non touch opening lid Stainless Steel waste bin for paper towels in place. Wash Hands posters on wall.
12	Ladies & Gents - Toilet Maximum 2 Persons	Maximum number of 2 persons in toilet at a time, it is recommended that a face covering be worn, Poster on Wall.

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13	Gents & Ladies Toilet - Hand Washing	Note: The electric hand driers have been isolated - Two Stainless Steel Paper Towel Dispensers and Two Sanitising Soap Dispensers have been installed. The Middle sink has been taped off.. A Non touch opening lid Stainless Steel waste bin for paper towels is in place. Wash Hands posters on wall.
14	Haddon Temple	The windows MUST be opened to provide ventilation, please ensure that they are closed at the end of meetings.
15	Committee Room	There is no ventilation in the room apart from an extract fan in the ceiling that is switched opposite the entrance door. The dining room should be used for committee meetings, we suspect the majority of Lodge will continue to use zoom for these meetings..
16	Cherwell Temple - Whilst there is approximately 995 m3 of air in the Cherwell Temple there are no windows or ventilation. The two air conditioning units are recirculation types they must NOT be used during meeting	The Recirculation Air Conditioning units must NOT be switched on during meetings, it is suggested on hot days they be switched on 2-3 hours before the meeting then switched off before the meeting. Two Ventilation units with heat exchangers have been fitted in the Cherwell Temple over the Honours Board on the left hand wall on entering the temple, these must be switched on during meetings. (These will be functional by 20th August).
17	Dining Arrangements	A new franchisee caterer will then be in place by this date their contact details will be sent to all secretaries in the next few weeks to pass to their dining stewards
18	Dining Room Entrance - Sanitising	A Sanitising Station has been installed just inside the dining room on the right. Please use it when entering or leaving the dining room. Poster on wall.
19	Dining Room	The Recirculating Air-conditioning units must NOT be used when people are present. If it is a hot day it is suggested the franchisee be requested to turn them on 2-3 hours prior to the meeting and then turn them off when people are present.
20	Dining Room - Ventilation	The dining room high level side windows MUST be opened prior to a meeting taking place and closed after meetings.
21	Kitchen Staff	Staff MUST wear face coverings & disposable aprons when serving.
22	Kitchen Payment Drinks	The Franchisee can take cash or card payments for drinks.
23	Lodges - BMBC & Meals Payment	Lodge treasurers collect payment, by Bank transfer or possibly use card machine then pay Franchisee & BMBC by Bank transfer.