

DeMolay in Washington

Quick Sheet - COVID-19 Guidelines

June 8, 2020

Dad Jeffery A. Brunson, Executive Officer
DeMolay in Washington

Objective – We are in this together

1. Our objective is to be prepared while protecting the health of all Members, Squires, Advisors, Parents, and Guests. Reopen is the process before Restarting your Chapter.
2. All DeMolay Chapters in Washington State will return to physical meetings and activities at the same time when we all move into Phase 3 (when Physical gatherings are up to 50).
3. Each phase allows us to return to physical in-person meetings and activities, and eventually full capacity, is grounded in the following required basic practices for individuals to:
 - Wash hands frequently with soap and water or use hand sanitizer.
 - Maintain six feet physical distance from others.
 - Wear a cloth face covering.
 - Monitor yourself for COVID-19 symptoms.
 - Cover coughs and sneezes.
 - Avoid touching eyes, nose, and mouth.
 - Stay home if you feel ill.
4. Regularly disinfect hard surfaces, touch points, and commonly touched objects. Everyone has a role to play in the protection of your health, your fraternity brothers' health, your family's health, and the health of your community.

Reopening our Chapters - Together

1. Begins with an "Announcement of Permission" from the Executive Officer to start the reopening process. **(Items 2-5 must be complete PRIOR to Restarting Physical Events)**
2. Each Chapter must report in writing to their Region Deputy the following:
 - Determination of who will be the designated Active DeMolay "Stay Safe Chairman" and "Stay Safe Advisor" along with their contact information. This will form the basis of your "Stay Safe Team."
Name of Chairman: _____ Phone: _____ Email: _____
Name of Advisor: _____ Phone: _____ Email: _____
 - Assessment of Chapter meeting location: 1) Contacting the building manager (or equivalent) to learn/understand the building's cleaning protocols, 2) Establish the Chapter's responsibilities in cleaning the building for use, 3) Determine with building manager, Temple Board, Building Association, and/or Sponsoring Body who is responsible for supplying cleaning supplies and hand sanitizer.
Building Cleaning Protocols? _____
Chapter's Responsibilities? _____
Who provides what? _____

- Ensure contact is made with the head of the Sponsoring Body and permission is given to Restart the Chapter.

Who from Sponsoring Body? _____ Yes -or- No

- “Stay Safe Team” will create outlined guidelines for Chapter activities in locations other than the usual meeting place.

Guidelines: 1 _____, 2 _____,
3 _____, 4 _____, Etc....

- “Stay Safe” educational meetings will be held (via Zoom or other means) by each Chapter with all active Members, Squires, Advisors, Parents, and Guests prior to Restart. Attendance will be taken and only those who have participated in at least one “Stay Safe” meeting is allowed to return to physical in-person Chapter Events.

Date given: _____ Who attended: _____

3. Common sense must prevail. Recommended procedures from the CDC shall be followed at all times. Anyone showing symptoms at an Event should immediately be separated from those present and steps taken for their prompt return home. These incidents shall be reported to office@wademolay.org as soon as possible. Any surfaces/objects they came in contact with should be disinfected immediately.
4. Establish and continue communications with local/state authorities to keep updated on requirements for your community. This document is for key recommendations and provides general guidelines for DeMolay Events. In all cases we have to trust in the wisdom of our families, Members, and Advisors to ensure a safe environment for all.
5. As Executive Officer, I am open to input from anyone involved with our organization and will continue to monitor the situation and amend these guidelines, as necessary.

Physical Meetings – General Guidelines for Restarting

Restarting Chapter Meetings will only happen once a Chapter has completed all processes in **“Reopening Our Chapters”** and is approved by the Chapter’s Advisory Council first, then the Region Deputy, and finally by the Executive Officer.

1. Your Stay Safe Team will ensure before each meeting: 1) All cleaning protocols for the building are completed, 2) The cleaning responsibilities of the Chapter are completed.
2. All who enter the building must immediately either wash hands for 20 seconds with soap and water or apply hand sanitizer. Station an Advisor at the front door to ensure this happens. All must reapply hand sanitizer before entering the Chapter room.
3. All must maintain physical distancing of six feet utilizing the entire room and common areas. All attending the meeting should sit at least 3-4 seats apart from one another.
4. Upon entering all must wear appropriate face coverings until leaving the building. If there is a medical condition prohibiting a person from wearing a mask, they should consult with the “Stay Safe Advisor” prior to attending. Face shields are not qualified by L&I.
5. Your Stay Safe Team will ensure when leaving: 1) All cleaning protocols for the building are completed, 2) The cleaning responsibilities of the Chapters are completed, 3) All must wash hands for 20 seconds with soap and water(or use hand sanitizer) prior to leaving the Event.
6. Maintain supervision outside after the meeting and discourage close contact.

Fellowship following a Meeting

Until further notice - before and after meetings - socializing, gathering, and food / snacks / refreshments can be only pre-packaged food. Distribution must be grab-and-go style and at all times maintaining physical distancing. Social time should be limited (approx. 10 minutes) and there will be no active eating allowed in the building.

In-Person Chapter Activities – Guidelines

Not much changes from our “**Physical Meetings – General Guidelines**” when we are holding activities at our home building. Items 1-6 are still relevant no matter where you are and must be adhered to. Focus on cleaning and disinfecting frequently touched surfaces and shared objects before, during and after an activity, and monitor physical distancing. Your “Stay Safe Team” should be involved in planning prior to Events.

Limit the size of your gatherings, events, and extracurricular activities to maintain physical distancing and support proper hand hygiene. Face coverings must be worn in public settings. If food is offered use pre-packaged, boxed or bags for each attendee. Avoid food offerings that require being served and/or shared from common dishes.

Activities at offsite locations, businesses, and public facilities/areas will require inclusive communications with all Members, Advisors, Parents, and Guests outlining who, what, where, when, why and how much along with a pre thought out “Stay Safe” plan in place.

The Bottom Line

It is my intent to provide common sense direction and guidelines to hopefully ensure a safe environment for all. Your Chapter leadership needs to continue to monitor the COVID-19 situation. Please reach out to your Region Deputies and/or me with any questions, suggestions, or recommendations for your Chapter, Region, State, and these guidelines.

Any time you or someone in your circle comes into contact with a confirmed/suspected COVID-19 case, please self-isolate and not attend DeMolay Event for no less than 14 days, until you recover, complete the isolation period, or get tested. All suspected/confirmed cases, or contact with a suspected/confirmed COVID-19 should be reported to office@wademolay.org as soon as physically possible. Information will be kept confidential as required by the ADA. Jeff Brunson, EO will inform close contacts that they may have been exposed to COVID-19.

These protocols and requirements are in effect until further notice. The over-riding intent is to ensure the safety of all persons present by maintaining proper physical distancing and avoiding points of contact. Chapters must also abide by all local Civic and Masonic regulations, in particular any limitations on the allowable number of attendees.

Jeffery A. Brunson, Executive Officer
DeMolay in Washington
Effective June 7, 2020