

COVID-19 Preparedness Plan

for Synnove-Nordkap Lodge #1-008,

Sons of Norway International, St. Paul, MN

Synnove-Nordkap Lodge is committed to providing a safe and healthy environment for all our members, visitors and guests. To ensure we have a safe and healthy meeting place and activity sites, Synnove-Nordkap Lodge has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Lodge Officers, Board Members and all Lodge Members are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our meeting places and communities, and that requires full cooperation among all Lodge participants. Only through this cooperative effort can we establish and maintain the safety and health of all persons engaged in Lodge business and social activities.

The COVID-19 Preparedness Plan is administered by the Lodge President, who maintains the overall authority and responsibility for the plan. However, the Board of Directors, as officers and our entire membership are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Synnove-Nordkap's Officers and Board of Directors need member support in enforcing the provisions of this plan.

Our members are our most important assets. Synnove-Nordkap is serious about safety and health and protecting its members. Member involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our members in this process by: distributing this plan to our members via email messages and inviting comments and feedback regarding its content. A 30 day review period was provided. Upon collection and consideration of comments from members, the Board of Directors under leadership from the Lodge Vice President made necessary revisions to the plan. The final document of the Plan will be available on the Lodge website and a letter from the Lodge President announcing its completion and location for access by any Lodge member was sent to every member of the Lodge.

Synnove-Nordkap's COVID-19 Preparedness Plan follows the guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- ensuring sick members stay home and prompt identification and isolation of sick persons;
- social distancing – members must be at least six-feet apart;
- member hygiene and source controls;
- meeting building and ventilation protocol;
- meeting place cleaning and disinfection protocol;

- drop-off, pick-up and delivery practices and protocol; and
- communications and training practices and protocol.

Synnove-Nordkap has reviewed and incorporated the guidance applicable to our Lodge as provided by the state of Minnesota for the development of this plan, including the following industry guidance for General Businesses. Other conditions and circumstances included in the guidance and addressed in the plan that are specific to our Lodge include:

- additional protections and protocols for guests and visitors;
- additional protections and protocols for personal protective equipment (PPE);
- additional protections and protocol for sanitation and hygiene;
- additional protections and protocol for distancing and barriers;
- additional protections and protocols for managing occupancy;
- additional protocols to limit face-to-face interaction;
- additional protections for receiving or exchanging payment; and

Gustavus Adolphus Lutheran Church Meeting Facility COVID Plans

As of August 22, 2020, the following information is the status of Gustavus Adolphus Church, the regular meeting location for the Synnove-Nordkap Lodge:

- The Church has made the decision to postpone regular congregational gathering until, at least November 1, 2020.
- GAC Safety Team continues to monitor the number of cases in Ramsey County and in the state of Minnesota. At this time the case numbers are as high if not higher now as they were this spring. GAC remains concerned about the climbing numbers as we move into the fall, school starts again, colleges are open and people are having to congregate inside more than outside.
- GAC recommends to each of the organizations that use our building to consider similar steps to postpone in-person meetings until such time where the number of daily cases has declined or until a vaccine is readily available.
- GAC is still finalizing its COVID Safety Plan which will include the following:
 - if a person is sick or a have a fever they should not be allowed into the building
 - masks must be worn by every person while they are in our building. The face covering must cover the nose and mouth, and both must be covered while in the building.
 - all people (unless from the same household) must be at least six feet apart.
 - the kitchen is closed at this time.
 - no hospitality is allowed, including but not limited to no food can be served, as well as no drinks
 - each tenant must do a temperature check of all people coming into the building
 - attendance must be kept for each gathering.
 - In the event of a person who attended your gathering test positive, we require a contact tracing protocol put into place. GAC must be notified as well.
 - meetings will last no more than 60 minutes

- meeting attendance needs to be limited based on guidance from Minnesota's Department of Health
- you will be asked to use the assigned entrance and exit when you come and go
- you are allowed only in the church space designated for your group

Ensure sick members stay home and promptly identify and isolate sick persons

Lodge Members have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess members health status prior to entering the Lodge meeting place and members to report when they are sick or experiencing symptoms.

1. The Lodge Newsletter, "The Brevet", will publish the self-screening protocol (see Attachment 1) for all members to use in self-assessment and to determine if they should be excluded from attendance at Lodge events.
2. Another version of the self-screening document (see Attachment 2) will be posted outside of the Lodge Meeting location when the Lodge is holding business or social events.
3. Synnove-Nordkap has implemented policies that promote members staying at home when they are sick, when their household members are sick, or when required by a health care provider to isolate or quarantine themselves or another member of their household.
4. Members with underlying medical conditions or who have household members with underlying health conditions are provided with alternative methods of participating in Lodge business.
5. The Lodge has secured a Zoom technology license which enables member participation in meetings and discussions via computers, phones or other mobile devices. Those unable to join via this method are encouraged to contact the Board of Directors Membership Secretary and discuss Lodge business and/or member concerns.
6. Video recordings of programs and other activities may be possible.
7. The Monthly Lodge newsletter "The Brevet" is also a recurring communications tool available to keep members unable to attend meetings informed and up to date on Lodge activities and business.

Notification of Illness

Synnove-Nordkap has also implemented a policy for informing members if they have been exposed to a person with COVID-19 at their Lodge which may require them to quarantine. (See Attachment 3)

Synnove-Nordkap Lodge will, to the greatest extent possible, protect the privacy of members' health status and health information. The Lodge's Board of Directors will respect the privacy of all members

health information and will not disclose personal health and medical information without the permission of the persons involved.

To assist with and support any COVID contact tracing or case investigation which might be done by the State or local health department, member “sign-in” at in-person meetings for attendees should include a contact telephone number and/or email address.

Social distancing – Members must be at least six-feet apart

Social distancing of at least six feet will be implemented and maintained between members, guests and visitors (other than those from the same household) through the following engineering and administrative controls:

- Meetings may be held via video and audio technology resources
- When meeting in person the Lodge will suspend the traditional singing of the National Anthems of US, Canada and Norway. Audio recordings of the anthems may be used as a substitute until further notice.
- If members are adequately socially distanced from one another the recitation of the Pledge of Allegiance may be continued as standard practice to open the meeting.
- Singing of “Happy Birthday” and “Happy Anniversary” for members should be suspended until further notice.
- Small group meetings which will allow for more social distancing among attendees may be allowed if approved by the Board of Directors, and must continue to meet Executive Orders for groups sizes (no more than 10 persons indoors, and no more than 25 persons outdoors for “social gatherings”).
- Occupancy requirements will be determined by the Gustavus Adolphus Church management and facilities staff and Lodge leadership will adhere to those restrictions,
- Flow and interactions will be implemented to ensure social distancing – ceremonial events will be adjusted to assure that spacing between members, officers, awardees, presenters or other persons involved will be safely spaced to prevent exposure to/from others,
- Signage, markings and instructions used by Gustavus Adolphus Church will be used to address social distancing.

- Physical changes, such as increased distance between chairs, tables, podiums, educational or cultural presenters and content will be made;
- Personal protective equipment (gloves/masks and face coverings), phones, pens, computer equipment, microphones and other equipment will not be shared and, if used by more than one person, will be cleaned and disinfected between users.
- Service lines should be organized as to prevent “bottlenecks,” in corridors, meeting rooms, stairways, entrances, exits and elevators. Elevators should transport one person, or one family, at a time.
- Car-pooling, ride-sharing or sharing of vehicles should be done sparingly and only considered for trips of short duration (for example, less than 30 minutes) in an effort to reduce exposure to other persons. If members from more than one household are in a vehicle together face coverings should be worn during transportation.
- Members will be encouraged to have their own personal protective supplies, such as cloth face coverings. The Lodge will have a supply of masks, gloves, disinfectant wipes or spray and disposable cloths and face shields for members. The Lodge will prepare and provide instructions about when and how they should be worn or used.

Managing occupancy

Events in private homes are subject to the social gathering limits in Executive Order 20-74 of 10 indoors and 25 outdoors. Unless the home regularly functions as an event space or venue, events larger than that in a private home are not allowed, even with a COVID-19 Preparedness Plan completed by the homeowner or event planner.

In event spaces and venues, the Lodge will limit indoor and outdoor occupant capacity to no more than 25% up to 250 persons, so long as social distancing can be maintained. The only exception to this is in the instance of an establishment that operates as a restaurant in the ordinary course of business, then they may adhere to restaurant capacity.

1. Limit table to 4 persons, or 6 if part of one household (“household” means a group of individuals who share the same living unit).
2. Provide controlled flow of participants as much as possible, including upon start and at end of the event.
3. Bands are allowed but must maintain social distancing, even during performance.
4. Modify activities that generally involve close contact between persons, such as dancing, to safely increase physical distance between persons from different households.
5. Limit the number of speakers and make arrangements so that they maintain distance from others. Whenever possible, provide individual microphones for multiple speakers. If a microphone must be shared, consider cleaning between speakers or leaving it untouched on a stand.

Food and beverages

Food must be prepared and served in accordance with applicable rules and regulations guiding the specific event. Licensed food establishments must follow the Minnesota Food Code (www.health.state.mn.us/communities/environment/food/rules/foodcode/index.html).

1. Control lines at serving areas to ensure social distancing of at least 6 feet between members of different households. This can be done with floor markings or other indicators.
2. Curbside concessions may be available for pickup upon entry to the venue or exit from the premises to minimize crowding at concession stands.
3. Use remote payment systems when possible.
4. Self-service food and beverage areas are allowed as long as the Preparedness Plan includes protections such as oversight of the self-service area to ensure that social distancing is maintained, hands are being sanitized, and participants wear face masks in the self-service area.
5. Best practice would be to serve prepackaged food as much as possible.

6. Face coverings may be temporarily removed to enable eating and/or drinking when attendees are seated and apart from members of other households but must be put back on when not eating or drinking.

Restrooms

1. Mark areas where people may need to line up to ensure social distancing.
2. Provide an ample supply of hand sanitizer, or soap and water.
3. Clean facilities regularly following the cleaning and disinfection protocol.
4. Ensure your maximum number of guests allowed in the restroom will meet current capacity/size guidelines for social distancing.
5. Touchless paper towel dispensers are preferred over electric hand dryers.

Member hygiene and source controls

Basic infection prevention measures are being implemented at our meeting place and at all Lodge activities at all times.

1. Members are instructed to wash their hands for at least 20 seconds with soap and water frequently, but especially prior to attending a Lodge meeting or activity and upon conclusion of the meeting or activity, prior to any meals and after using the restroom.
2. All members, guests and visitors are required to wash or sanitize their hands prior to or immediately upon entering the facility.
3. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the meeting place so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.
4. Restrooms will be stocked with soap and water and towels necessary for frequent handwashing. In addition, hand sanitizer will be available for use by members whenever regular business is conducted by the Lodge.
5. Face coverings will be worn when indoors and when members are within 6 feet of one another while conducting Lodge business or while socializing with fellow Lodge members, guests or visitors.
6. Members, guests and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands.
7. Members, guests and visitors are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and other persons entering the workplace.

8. These instructions and reminders will be communicated to our members guests and visitors at regularly scheduled meetings and with the use of various signage located within the meeting space.

Meeting place building and ventilation protocol

Operation of the building in which the meeting place is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. Regular Lodge Meetings are held at Gustavus Adolphus Church, St. Paul, MN. The Church management and facility maintenance staff are responsible for building ventilation and all physical facility maintenance. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people.

Meeting place cleaning and disinfection protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, fitting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc.

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product. These supplies and materials will be available and used when Synnove-Nordkap events are conducted without the facilities maintenance support of Gustavus Adolphus Church staff.

Drop-off, pick-up and delivery practices and protocol

Any goods or supplies which may be dropped-off, picked-up and delivered to the Lodge should be handled by as few persons as possible to prevent cross contamination from either the persons handling the materials and/or from the materials themselves. The Board of Directors will designate a Board member to serve as the designated recipient for any drop offs or pick ups required for Lodge business.

Communications and training practices and protocol

This COVID-19 Preparedness Plan was communicated to all members in the (Month) edition of the Synnove-Nordkap newsletter the Brevet and verbally presented in (Month) Lodge meeting conducted via Zoom technology. Additional communication and training will be ongoing by as meeting protocol reminders when Lodge meetings are held and/or as “Just in Time” training at the start of Lodge activities

and events. Training will be provided to all workers who did not receive the initial training and prior to initial assignment or reassignment.

Lodge Officers and members of the Board of Directors are expected to monitor the effectiveness of the program implementation. All Officers, Board members and regular Lodge members are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by Synnove-Nordkap Lodge Board of Directors and the plan was shared throughout the Lodge and made readily available to members as of (Day, Month, Year). It will be updated as necessary by the Lodge Vice-President as the designated plan administrator.

Summary

We all have a role to play in protecting ourselves and fellow Minnesotans from COVID-19. By following current Executive Orders from Governor Walz and these controlling guidelines on the Stay Safe Minnesota website (staysafe.mn.gov), we can enjoy activities and events while supporting public health, slowing the spread of COVID-19, and minimizing added strain on local communities and health care systems in Minnesota.

Certified by:

[Signature]

[Date]

President, Synnove-Nordkap Lodge 1-008
Sons of Norway International

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019nCoV

Minnesota Department of Health (MDH): Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

Businesses

CDC: Resources for businesses and employers – www.cdc.gov/coronavirus/2019ncov/community/organizations/businesses-employers.html

CDC: General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/generalbusiness-faq.html

CDC: Building/business ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-businessresponse.html

MDH: Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

MDH: Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: Materials for businesses and employers – www.health.state.mn.us/diseases/coronavirus/materials

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

MDH: Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

Respiratory etiquette: Cover your cough or sneeze

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

MDH: www.health.state.mn.us/diseases/coronavirus/prevention.html

Social distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html MDH: www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

MDH: www.health.state.mn.us/diseases/coronavirus/basics.html

MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf

State of Minnesota: <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

Training

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/about.pdf