

Chico Masonic Family Center Board of Directors 3/12/2020

Corona Virus Memorandum:

Butte County, as of today, has not had any positive test results for the Corona Virus, however, it is essential for the Chico Masonic Family Center to take every precaution for the health and well-being of our employees, customers and Masonic organizations. We are monitoring Butte County Public Health and will follow any guidance that is released. This is a fluid situation and subject to change on very short notice.

Employees:

- If you are sick, please communicate with your manager by phone and the absence will be documented as an excused absence. Your well-being is important and we recommend contacting a physician for any concerns in that regard.
- Regularly wash your hand throughout your shift.
- When performing ANY cleaning task, please wear gloves and any other required personal protective equipment required for the job at hand. Thoroughly wash your hands after taking off and disposing the gloves.
- Avoid using another's phones, pens or any other item. Reducing contact reduces exposure.
- Communicate any concern with your manager immediately.
- Refer all questions and concerns to the manager and the Board of Directors.

Renters:

- The Chico Masonic Family Center is taking every precaution to provide a healthy and clean environment for you to conduct your business.
- Please advise your guests that if they are feeling ill, we kindly ask that they refrain from attending.
- Multiple sinks and soap dispensers are located in our bathrooms, please advise your guests.
- As the situation is fluid, we will keep an open line of communication and keep you up to date on the facilities status. We do not foresee an interruption in our services, but that can change should our local government and Department of Health pass down any further guidance or regulation.

Masonic Organizations:

- We ask for your help in the maintenance of our facilities cleanliness, please ensure that you clean up after your events and advise the manager or an employee of any hazards or clean ups that need immediate attention.
- We understand your need to meet for your monthly meetings, but we ask that you curb extra unnecessary activities at the facility for the time being. This is out of concern for your well-being. We are leaving the decision making up to the leadership of every Masonic organization for the time being.

Please be advised that while we take every precaution to keep the facility clean, we recommend that you follow governmental guidelines and avoid unnecessary gatherings. We sincerely appreciate your support and hope that this epidemic is over rather quickly.