



GRAND EXALTED RULER'S MESSAGE TO OUR MEMBERSHIP

May 27, 2020

GREETINGS Brothers, Daughters, and Elk Family:

This is Attorney Leonard J. Polk Jr, Grand Exalted Ruler with an important message.

As the COVID-19 Pandemic continues to claim lives across the world, many of our state and local governments are reopening. It is a time for caution as we start to reopen our lodges across the country, and around the world. The purpose of this message is to provide you direction and a framework for best practices as you reopen your lodges.

It is every Elk's responsibility to aid in this reopening by being vigilant and following all rules and ordinances put into effect by the Grand Lodge. The IBPOEW and all lodges will adhere to strict CDC guidance.

When do we reopen lodges?

No lodge may reopen unless they are working within the strict confines of their state, county, and local laws; they may reopen by following these steps:

1. **Cleaning and Sanitizing** - *Each lodge MUST be thoroughly cleaned, and sanitized, prior to opening. All high traffic areas such as sinks, handrails, countertops, and doorknobs must be sanitized every four (4) hours. This includes all bathrooms. The bar staff must sanitize countertops and all bar chairs and surfaces immediately after a patron leaves the bar. They must use sanitizing wipes. Lodges with kitchens and/or otherwise serving food shall clean their service areas, no less than, at the opening and the closing of the business day. They shall use approved cleaning supplies and ensure not to contaminate food. Lodges must provide hand sanitizer for members and patrons to use while on premises. All bar staff must frequently wash their hands and use hand sanitizer with at least 60% alcohol content.*
2. **Social Distancing-** *Lodges can operate at no more than 25% of their maximum occupancy. Each lodge must determine what their capacity number is by dividing 25% of the allowed occupancy for their service and guest areas. Tables and chairs must be removed to meet the new occupancy capacity. Redesigned seating arrangements shall be*



established with a minimum of 6 feet of separation between table setups. Party size at tables shall be no more than those approved by the CDC or the local and state government. Employees such as bar staff and food service workers shall wear masks or face coverings if they have direct contact with patrons. In many states, masks are required to be worn by patrons. Each lodge shall deploy signage at their entrance stating their policy. Signage shall also be placed inside the lodge reminding patrons about social distancing.

- 3. Training of all staff** - *All staff shall be trained to wash their hands frequently using soap and water for 20 seconds. They shall use hand sanitizer between serving guests and using the cash register. The cash register shall be sanitized often when in use. They shall try not to touch their face or eyes. They shall sanitize their workspace frequently and often. They must wear a mask while serving patrons. If a cloth face mask is worn, it should be cleaned daily. Disposable masks shall be disposed of at the end of the shift.*

The House Chairperson, along with the Exalted Ruler (or JMT), will be responsible for ensuring these steps are strictly followed. Patrons who refuse to follow guidance shall be asked to leave the establishment immediately.

Failure to follow these steps to reopen may result in disciplinary action by the Grand Lodge. If you have any questions or issues, contact your state association President for further guidance.

In conjunction with the reopening of the lodge home for business, we are reopening the lodge home for regular lodge and temple meetings. Please continue to practice social distancing and the use of masks per the CDC guidelines. Use discretion to determine if the meeting facility can adhere to space and distance guidelines.

Your safety, your family's safety, and the safety of our patrons is paramount. Please follow these steps to make our reopening a safe success.

God Bless you and God Bless the Improved Benevolent and Protective Order of Elks of the World.

**Attorney Leonard J. Polk Jr.
Grand Exalted Ruler
Grand Patriarch**