

# PLAYBOOK FOR COVID RESPONSE ACTION PLAN FOR THE ORANGE COAST LODGES

v2021.01.07

## Abstract

Every Lodge needs to create their own plan, and should adjust to handle their specific needs, however this playbook should help you in your efforts

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Orange Coast District Business Practices

## Table of Contents

Forward .....	3
Updated: Gathering Requirements .....	4
Updated: CDC Guidelines on Close Contact .....	4
COVID-19 Specific 2021 HR Law Updates.....	5
AB 685 - Enhanced Enforcement and Employer Reporting Requirements .....	5
SB 1159 - COVID-19 Workers' Compensation Presumption .....	5
Injury and Illness Prevention Program (IIPP) Updated .....	6
Model COVID-19 Prevention Program (CPP) .....	6
California SB 1159 COVID-19 Exposure Reporting .....	6
HIPPA And Our Lodges .....	7
COVID Reporting Response Plan .....	7
A Member reports or it has been reliably communicated a member has been tested positive	8
Non-Close Contact Script .....	9
Close Contact Script .....	11
Employee Close Contact from Member Guest Response .....	13
When an Employee Reports a COVID Related Issue .....	14
Sample Notification To Employees Regarding Exposure By An Employee .....	15
Sample Notification To Employees Regarding Exposure From A Member or Guest.....	16
XYZ Lodge did something so what am I supposed to tell my House Committee?.	17
Stay Home Order .....	18
Blueprint for a Safer Economy .....	18
Restaurant and Entertainment Tiers as of November 24, 2020 .....	20
General Restaurant Guidelines .....	20
Estimating Capacity Based on Indoor Capacity Limits .....	23
Mask Wearing.....	25
Meetings.....	25
Handling Zooms for Lodge Meetings.....	26
Room Rentals.....	27

51 License – Non-Profits Clubs that have a social club business component .....	27
What is the ABC 58 License? .....	27
What is the Limited Stay At Home Order .....	28
What is the Regional Stay At Home Order .....	29
Guidelines and Best Practices Regarding Take Out/Delivery .....	31
Memorial Services Accommodations as of 11/2020 .....	33
Initiations During COVID as of 11/22/2020 .....	34
Various Government COVID Relief .....	35
CARES Bill Details .....	35
Payroll Protection Plan (PPP) .....	35
Payroll Protection Plan v2 .....	35
California Relief Grant .....	35

## Forward

This playbook is not meant to replace your individual Lodge COVID Plans as required to operate. It is meant to supplement it and provide examples and guidelines from an Elk and District perspective. Every Lodge is different and what might work for one Lodge may not work for another.

Over the course of the last 6 months, a significant amount of material has been sent out via email and this document is meant to be a compilation of the District recommendations and guidelines.

The playbook currently is a continual work-in-progress and I encourage you to keep the following link available as it will be the location for the latest version: <http://www.orangecoastelks.org/covidplaybook>

If there is a section you would like added please contact either Bryan Baker, [bryan@exsilio.com](mailto:bryan@exsilio.com) or Diana Mondragon at [dianajmondragon@gmail.com](mailto:dianajmondragon@gmail.com).

Thank You,

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Newport Harbor Lodge #1767  
Orange Coast District Business Practices Chairman 2020/2021

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Orange Coast District Business Practices Vice-Chairman 2020/2021

## Updated: Gathering Requirements

The change is only regarding outdoor gatherings:

- Attendees must be from no more than 3 separate households
- Duration should be 2 hours or less
- Contact between 2 different gatherings in a somewhat close proximity (such as a park) should not occur

## Updated: CDC Guidelines on Close Contact

The CDC's prior guidelines were within 6 feet of an infected person for a total of 15 consecutive minutes within in a 24-hour period. The new guideline has changed to total of 15 minutes over the course of 24 hours, including any contact as brief as it might be (one or two minutes).

While not being a doctor, we can assume that you can't "half" (or 1/15th) catch COVID. So with that said, effectively what the updated guideline from the CDC is saying indirectly is that if you are in contact with someone for even 1 or 2 minutes that is infected, you can become infected. And they've decided how likely you might be infected based on the aggregate of 15-minute mark. This may seem obvious; however, I'd had a number of folks who tell me they had nothing to worry about when they interacted with someone who tested positive because they weren't with them for 15 consecutive minutes, which seems clearly to be corrected in the most recent update.

## COVID-19 Specific 2021 HR Law Updates

### AB 685 - Enhanced Enforcement and Employer Reporting Requirements

Employers must immediately (within one business day of the notice of potential exposure) provide written notification to all employees at a worksite of potential exposures, COVID-19-related benefits and protections, and the disinfection and safety measures that will be taken at the worksite in response to the potential exposure. Written Notification may either be handed in person, email or text.

The law also enables Cal/OSHA to issue citations for serious violations related to COVID-19 without giving employers 15-days' notice before issuance.

In addition, employers must also notify local public health agencies of outbreaks within 48 hours of becoming aware of the "outbreak," which is defined as three or more laboratory-confirmed cases of COVID-19 among employees who live in different households within a two-week period

Orange County Covid Hotline - 714-834-2000

AB-685 expires at sunset on January 1, 2023

### SB 1159 - COVID-19 Workers' Compensation Presumption

Created a presumption that if an employee became infected with Covid-19, they were infected at work and were awarded Worker Compensation benefits, has ended for all employees except; 1st Responders and Healthcare employees

**For all other employees**, the presumption is applied only if the employee works for an employer with five or more employees and the employee tests positive for COVID-19 within 14 days after reporting to work a COVID-19 "outbreak".

An outbreak is defined as four employees test positive for COVID-19 within a 14 day period or the lodge is ordered to close by a local, state or federal agency, due to a risk of infection with COVID-19.

When an employer knows that an employee has tested positive for COVID-19, the employer must report the following information to its claims administrator within 3 days:

1. An employee has tested positive
2. The date employee tests positive, which is the date the specimen was collected for testing
3. The lodge's address
4. The highest number of employees who reported (45) days preceding the last day the employee worked.

Employers may be subject to civil penalties of up to \$10,000 for violating these reporting requirements.

**Note:** Employees may file a workers compensation claim, however and employee may deny if they know that an employee did not get COVID from work.

### [Injury and Illness Prevention Program \(IIPP\) Updated](#)

California employers are required to establish and implement an IIPP to protect employees from workplace hazards, including infectious diseases.

Employers are required to determine if COVID-19 infection is a hazard in their workplace.

If it is a workplace hazard, then employers must implement infection control measures, including applicable and relevant recommendations from the Centers for Disease Control and Prevention (CDC), [Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\)](#), and [Coronavirus Disease 2019 \(COVID-19\): How to Protect Yourself & Others](#).

For most California workplaces, adopting changes to their IIPP is mandatory since COVID-19 is widespread in the community.

### [Model COVID-19 Prevention Program \(CPP\)](#)

With some exceptions, all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section [3205\(c\)](#)). Cal/OSHA has developed this model program to assist employers with creating their own unique CPP tailored to their workplace.

Employers are not required to use this program. Employers may create their own program or use another CCP template. Employers can also create a written CCP by incorporating elements of this program into their existing Injury and Illness Prevention Program (IIPP), if desired. Cal/OSHA encourages employers to engage with employees in the design, implementation and evolution of their COVID-19 Prevention Program.

[COVID-19 Model Prevention Program – Posted Dec. 4, 2020 \(Fillable Word\)](#)

### [California SB 1159 COVID-19 Exposure Reporting](#)

Senate Bill (SB1159) is a law signed by Governor Gavin Newsom on September 17, 2020. For dates of exposure on or after July 6, 2020, the law contains specific reporting requirements to your Workers Compensation Insurance.

COVID-19 exposures you are required to report:

- On or after 7/6/2020 through 1/1/2023, ALL positive COVID-19 test results for employees, regardless of job classification or claimed work exposure, should be reported
- If the employee is claiming exposure at work, a new claim should also be reported to your Workers Compensation Insurance

Here is a sample report from [Travelers Insurance](#).

## HIPPA And Our Lodges

While we should attempt to support the utmost confidentiality and level of privacy. HIPPA does not play into the relationship between the Lodge and its Members.

HIPPA does directly play in the relationship between the Lodge and its Employees, as such we need to comply with all HIPPA rules and regulations with regard to our Lodge/Employee relationship.

## COVID Reporting Response Plan

This section provides a base plan for how to handle when a Member or Guest has been reported as COVID positive. How to handle Members who were in attendance on the same day as the Member Guest identified should be handled and how Employees that were working the shift should be addressed.

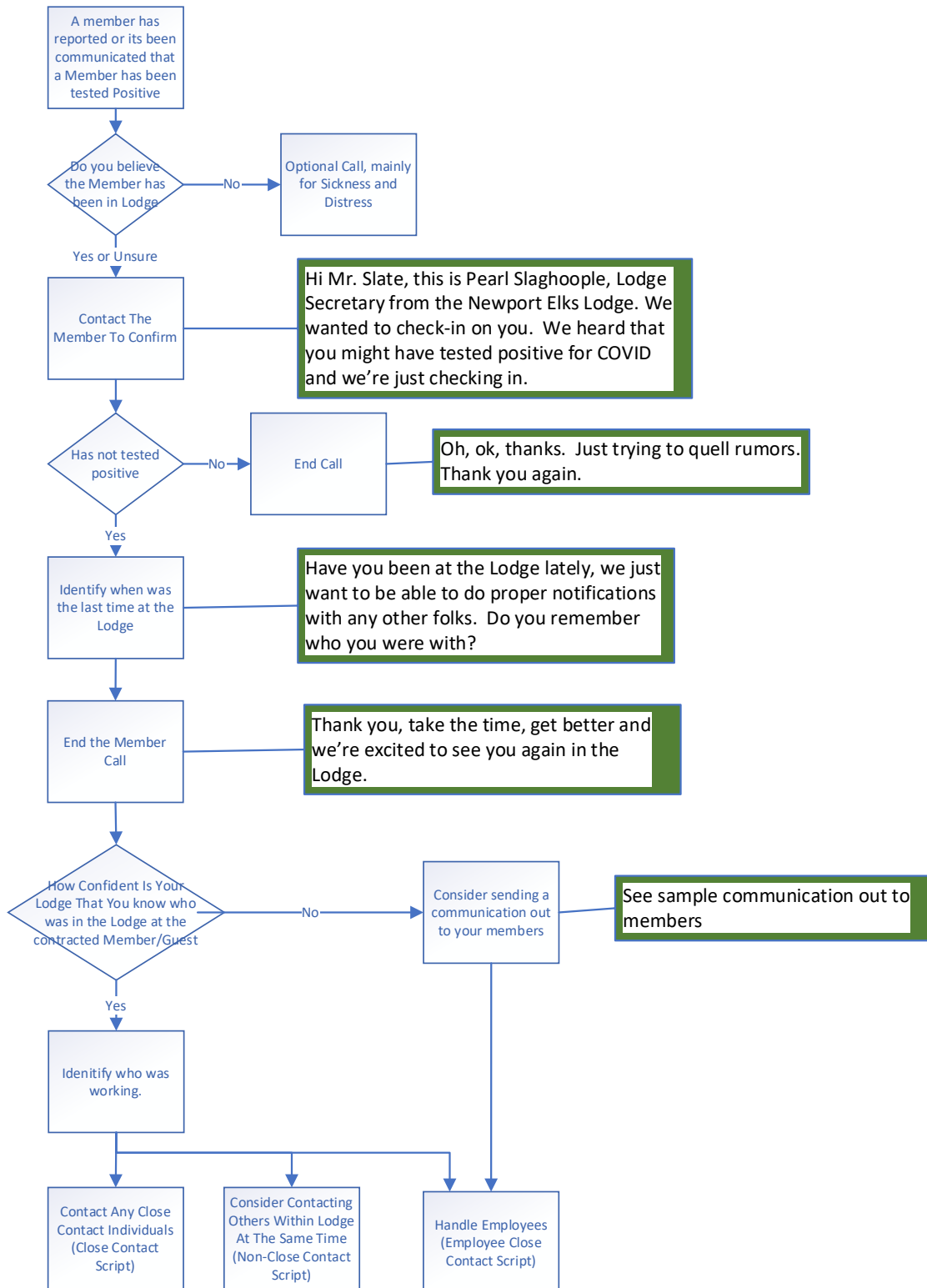
In addition, this section handles what to do when an Employee reports themselves COVID positive.

This playbook is meant to be a guideline for your Lodge and an initial jumping off point for how to handle these situations.

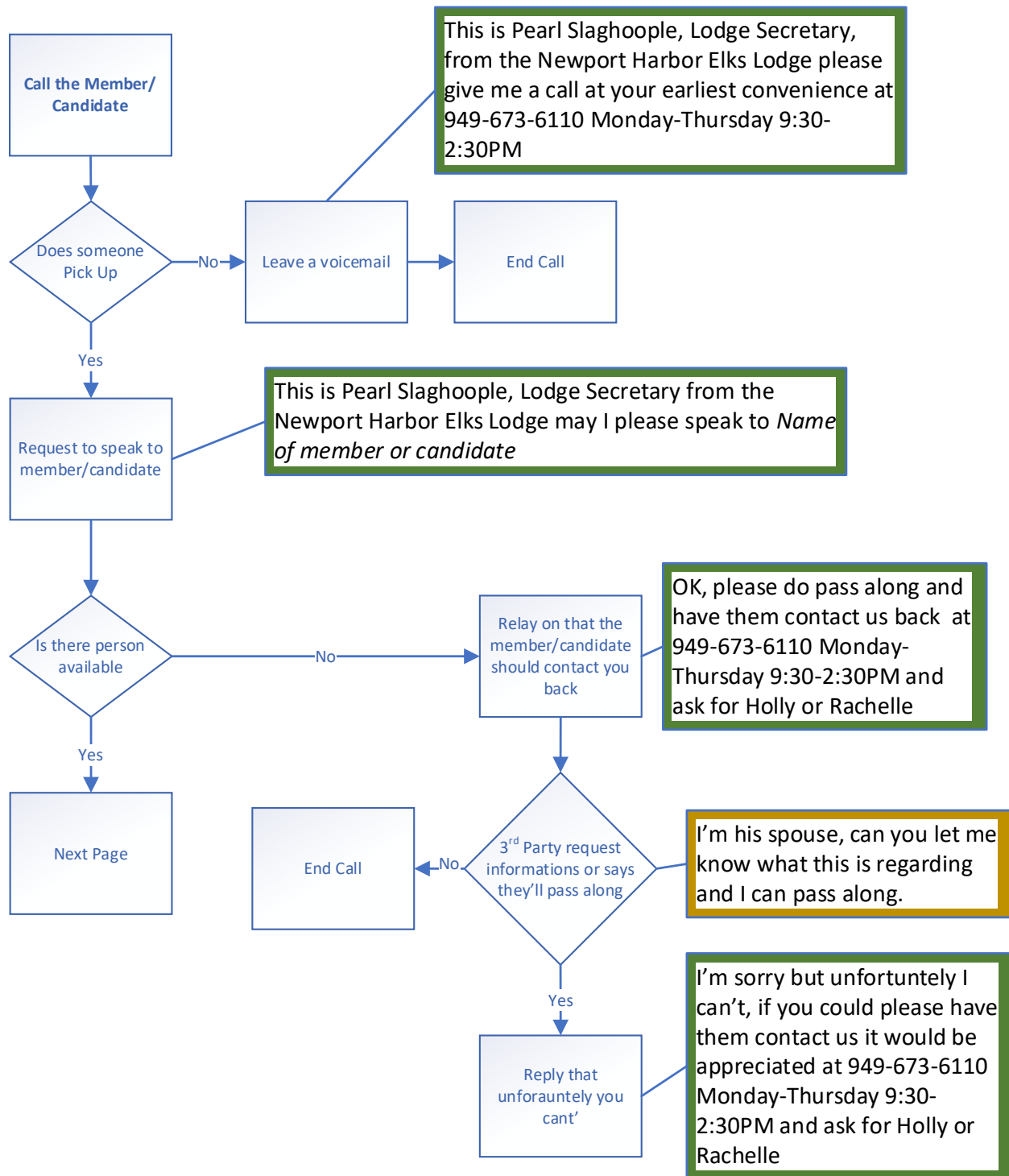


## Playbook for COVID Response Action plan For the Orange Coast Lodges

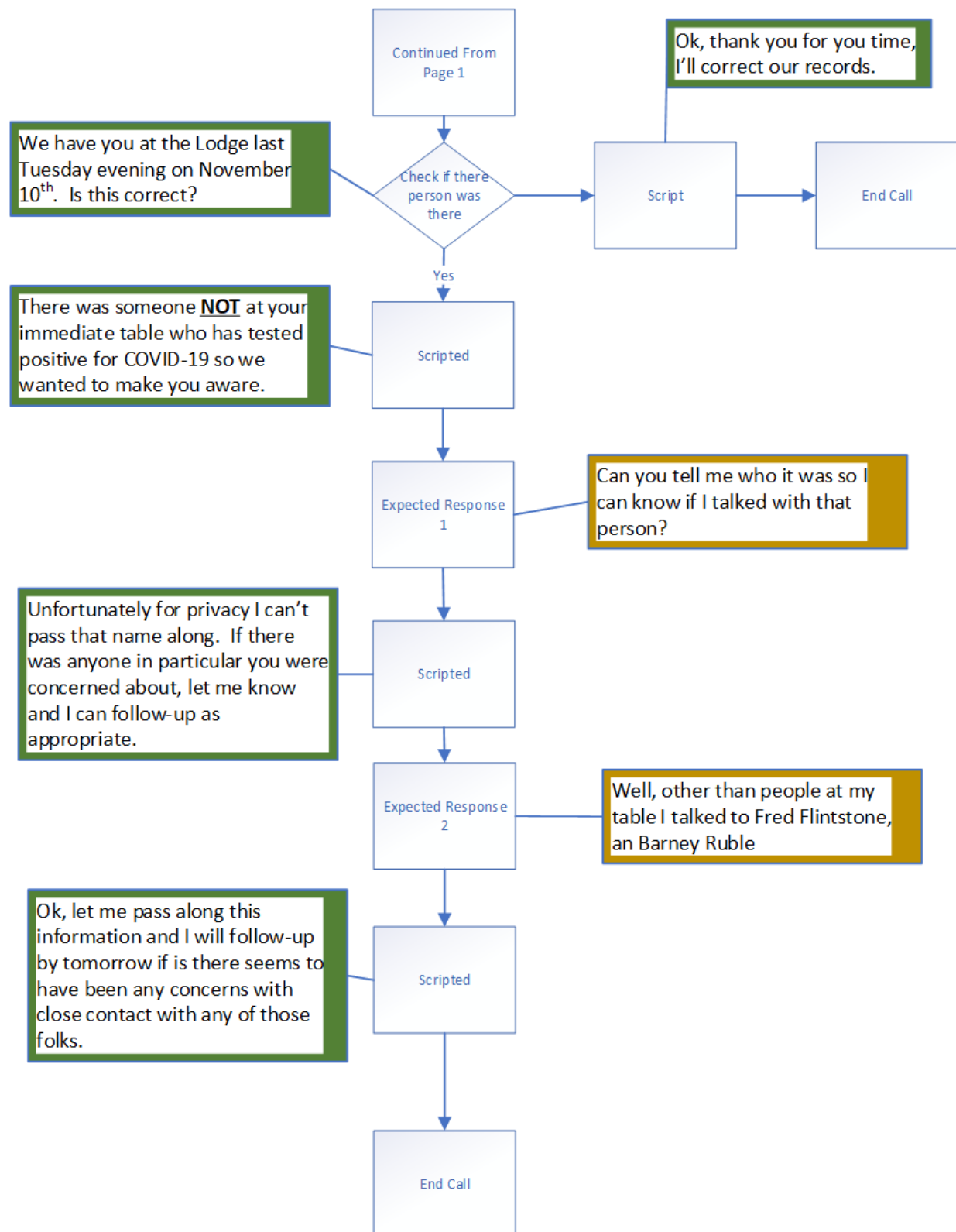
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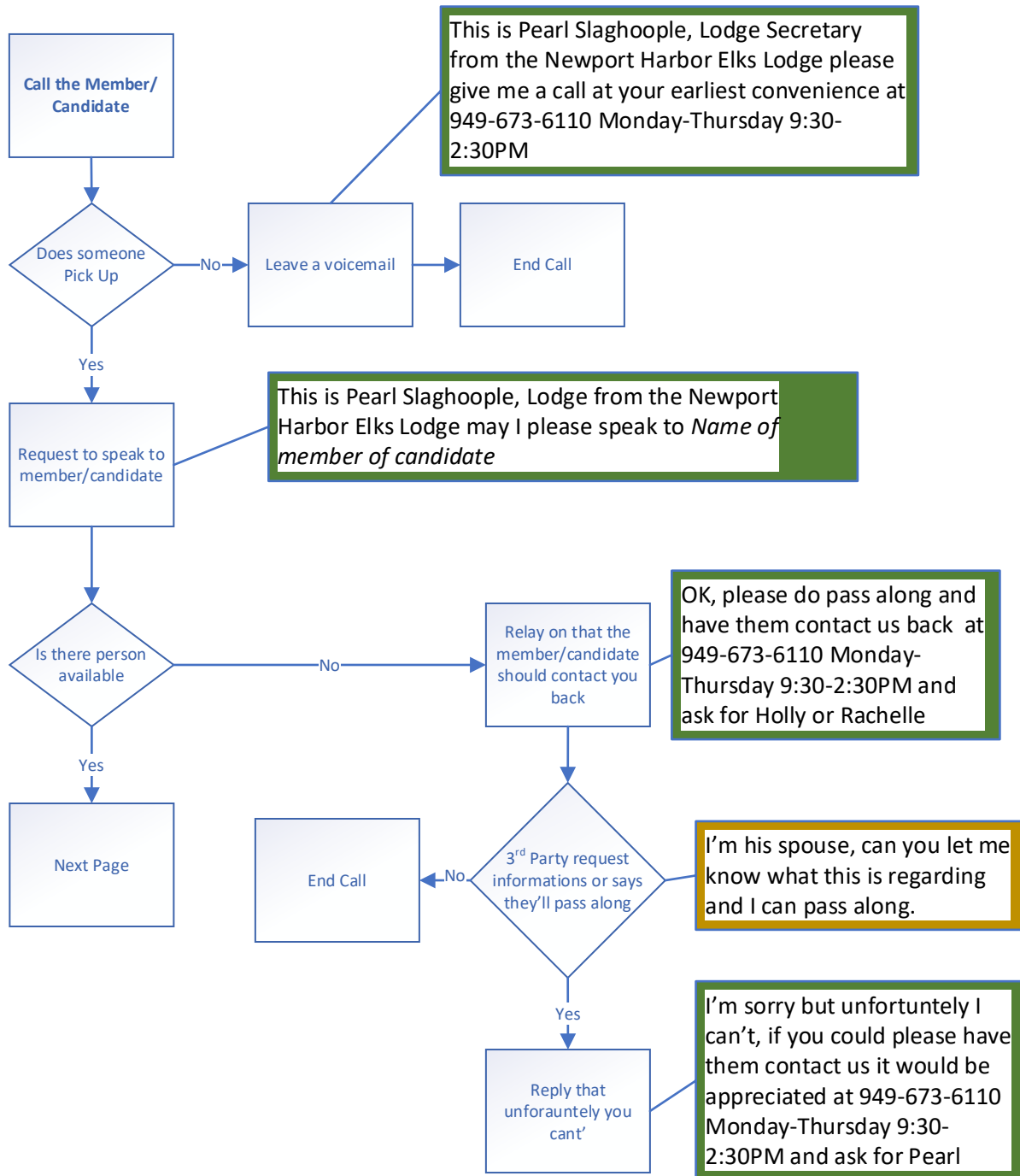
## Non-Close Contact Script



Non-Close Contact Script Cont'd

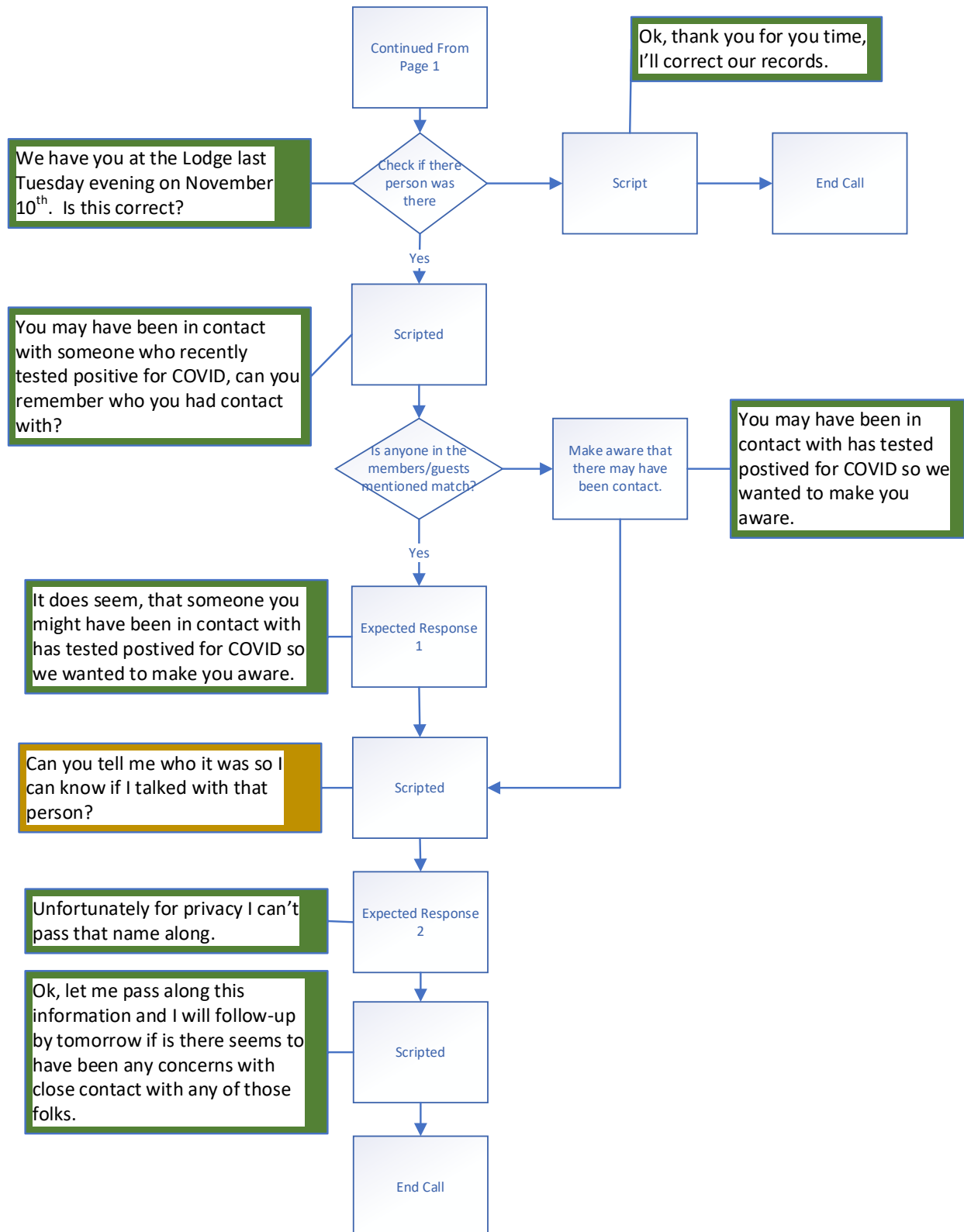


## Close Contact Script



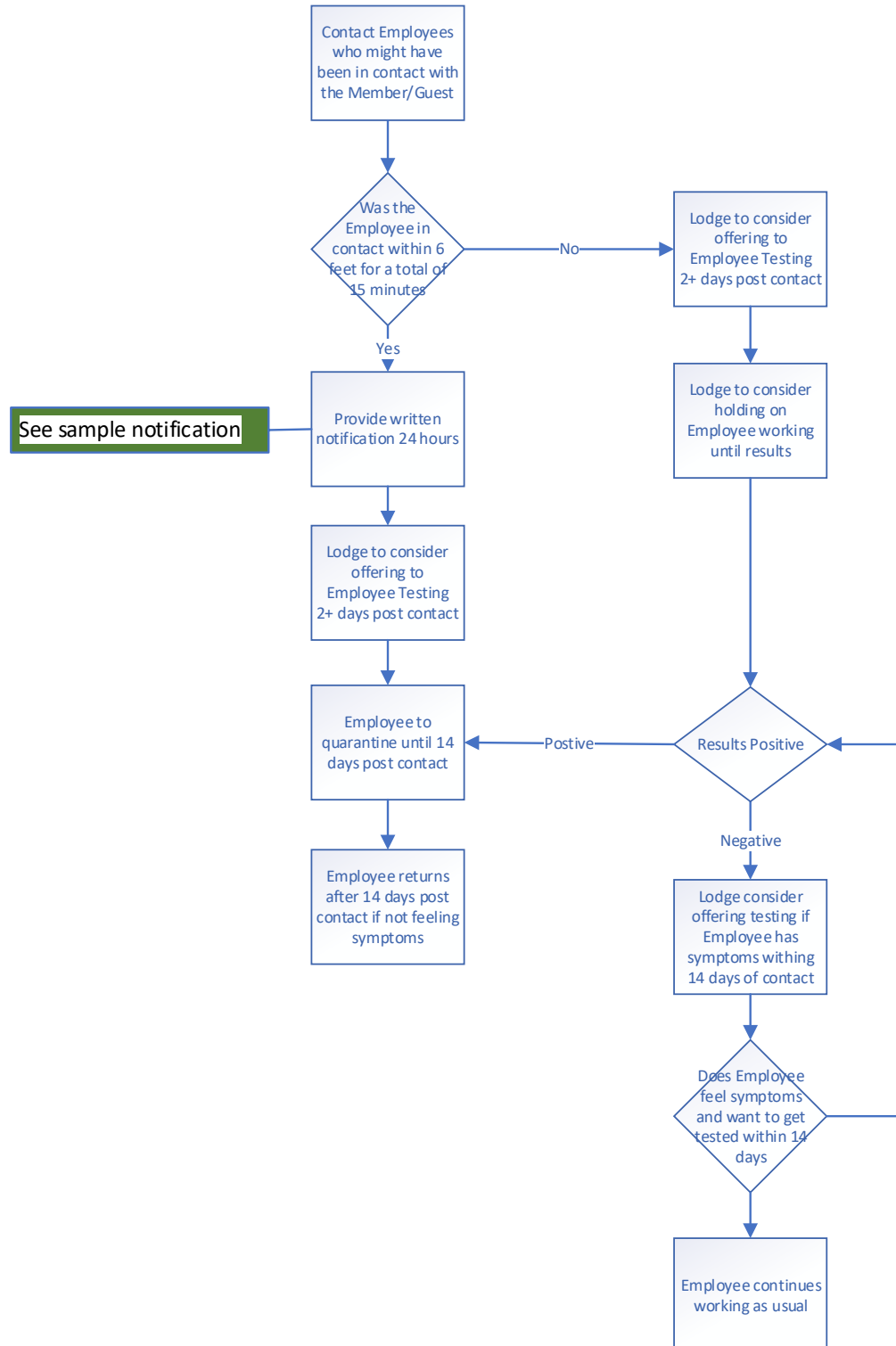
## Playbook for COVID Response Action plan For the Orange Coast Lodges

### Non-Close Contact Script Cont'd



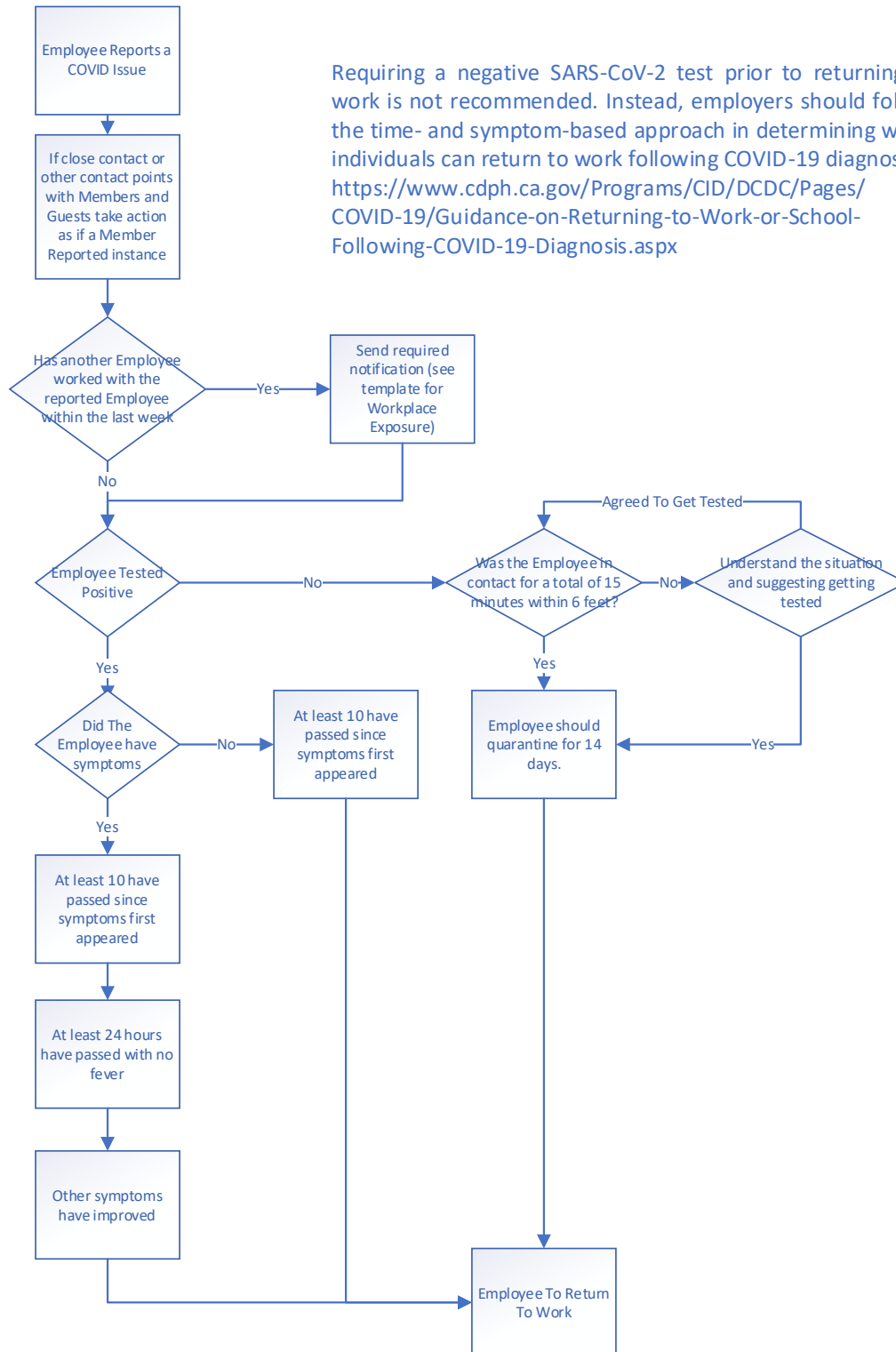
Employee Close Contact from Member Guest Response

## COVID Employee Close Contact Script



## When an Employee Reports a COVID Related Issue

### When An Employee Reports COVID Related Issue



## Sample Notification To Employees Regarding Exposure By An Employee

*We have been notified that one of our employees has been diagnosed with the novel coronavirus, also known as COVID-19. As such, employees working at the Lodge may have been exposed to this virus. According to the Centers for Disease Control and Prevention (CDC), the virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced by an infected person.*

*If you experience symptoms of COVID-19 illness, please inform your supervisor, and contact your health care provider. The Lodge will keep all medical information confidential and will only disclose it on a need-to-know basis.*

*Employees affected by this COVID-19 exposure may be eligible for certain benefits, including [federal and state mandated paid sick leave](#), company provided paid or unpaid time off and workers' compensation benefits. Contact human resources for more information specific to your circumstances.*

*The Lodge prohibits the discrimination, harassment or retaliation of employees as described in the attached policy.*

*The Lodge is taking measures to ensure the safety of our employees during this coronavirus outbreak, including:*

*[Describe the measures taken, such as disinfecting workspaces, etc.]*

*For more information on COVID-19, including symptoms and treatment, visit the CDC website at [www.cdc.gov](http://www.cdc.gov).*



### Sample Notification To Employees Regarding Exposure From A Member or Guest

*We have been notified that one of our members has been diagnosed with the novel coronavirus, also known as COVID-19. As such, employees working at the Lodge on (date) may have been exposed to this virus. According to the Centers for Disease Control and Prevention (CDC), the virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced by an infected person.*

*If you experience symptoms of COVID-19 illness, please inform your supervisor, and contact your health care provider. The Lodge will keep all medical information confidential and will only disclose it on a need-to-know basis.*

*Employees affected by this COVID-19 exposure may be eligible for certain benefits, including [federal and state mandated paid sick leave](#), company provided paid or unpaid time off and workers' compensation benefits. Contact human resources for more information specific to your circumstances.*

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*The Lodge is taking measures to ensure the safety of our employees during this coronavirus outbreak, including:*

*[Describe the measures taken, such as disinfecting workspaces, etc.]*

*For more information on COVID-19, including symptoms and treatment, visit the CDC website at [www.cdc.gov](http://www.cdc.gov).*

## XYZ Lodge did something so what am I supposed to tell my House Committee?

One of the most common questions I hear is “XYZ Lodge did something so what am I supposed to tell my House Committee on why we shouldn’t” when I get a phone call or email from a member in our District. So I will attempt to answer below.

First, is what you are hearing even accurate? I was at Mission Viejo-Saddleback Valley’s 50<sup>th</sup> Anniversary Dinner (it was a delicious dinner by the way) and I heard from someone that they heard Newport Harbor had opened indoors. I can tell you this is about the furthest from the truth. Newport Harbor is probably the only Lodge in the District that has yet to open indoor service for a single day since we were able to re-start business in mid-July. So, think about whether what you’re being told is 100% accurate, might there be some details left out? Or is someone giving you information aimed at merely swaying you.

Second, beyond the legal level of responsibility that your committees have with regard to the Lodge (and remember it only takes one disgruntled member to make a call on an activity that shouldn’t be happening for an agency to show up), there is a basic social level of responsibility to your community, county and state that your committees should be taking on. Whether you agree with system we have in place for the re-opening or not, it is the hand we’ve been dealt. We are STILL are in the Red Tier (25% inside, meal service only oriented events), for the 9th week. We were nearly about to move to the Orange tier, but we had a spike and now we are still in the Red tier, and this week is the second worse week in the last 7 weeks (with this week being worse than last). What that really means is we let our guard down and thus we didn’t get to move forward, and in a lot of ways we’ve done it both in and out of the Lodges. You can see below the week-by-weeks of two of the metrics, in addition the Health Equity jumped from 5.2 last week to 6.0.

So the answer seems clear to me. Regardless of what any other Lodge is doing, unless you’re enjoying staying in the tier that we’re currently in, following the guidelines will only help us make the numbers that will get us to the point of getting to move to the next tier. Going against them on the other hand is effectively saying that your Lodge feels that everyone else should have to work even harder in their effectiveness to make up for your knowingly high-risk activities in an effort for us to make our aggregate metrics. So really the answer is that the conversation should be pivoted from “our Lodge vs. another Lodge” to one of “Is your Lodge acting responsibly in a manner which will help us get to the next tier?”.

## Stay Home Order

On March 19, 2020, an Executive Order (PDF) and Public Health Order (PDF) directed all Californians to stay home except to go to an essential job or to shop for essential needs. It was modified on May 4, 2020.

## Blueprint for a Safer Economy

As a follow-up to the initial Stay Home Order, on August 28, 2020, the State released the Blueprint for a Safer Economy to permit gradual reopening of certain businesses and activities.

Under the Blueprint for a Safer Economy, the Lodge is not listed. As such, it is important to remember that when we're operating as a Lodge, and not as a bar or restaurant specifically, we fall under the California State Executive Order prohibiting gatherings both inside and outside as part of the Stay Home Order.

The only capacity the Lodges are currently able to function today are under the restaurant guidelines as outlined for our members and bona fide guests. We're not churches nor a movie theater nor any other type of industry establishment, we are not a conference or meeting spaces, as such everything we do has to be of the mindset would this occur at a private restaurant functioning in today's COVID-19 based environment with the purpose of dining in. Events which are not part of a full meal service offering should not occur either inside or outside and in addition to be clear it doesn't mean there is a carte blanche on doing outdoor events just because they're outdoors. The primary purpose of all members and guests should be to go to our restaurant and have a meal. Everything that is done should be focused on limiting member and guest movement and staying at their tables (catering to the seated customer). If it cannot be avoided because of some aspect of the meal service, any area where guests or workers queue should also be clearly marked for appropriate physical distancing. If you have a line for anything, you should mark the ground for where folks line up.

To highlight a previously mentioned portion our bar/restaurant usage is intended only for our members and bona fide guests. Any other types of open to the public events or activities would fall under the prohibited gatherings and public events (which has its own ABC aspects and permitting requirements). We have as well ceased room rental operations.

The Tier that a given county falls into is based on three different metrics:

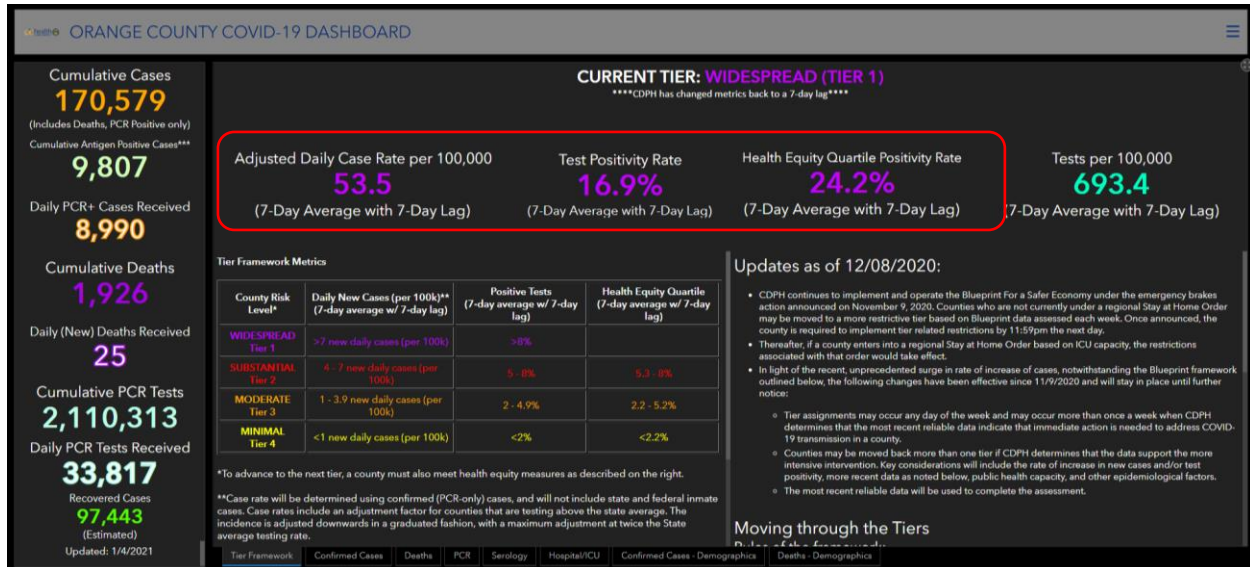
- Daily New Cases (per 100k) 7-Day Average w/7-Day Lag
- Positive Tests (7-Day Average w/ 7-Day Lag)
- Health Equity Quartile (7-Day Average w/ 7-Day Lag)

County Risk Level*	Daily New Cases (per 100k)** (7-day average w/ 7-day lag)	Positive Tests (7-day average w/ 7-day lag)	Health Equity Quartile (7-day average w/ 7-day lag)
<b>WIDESPREAD Tier 1</b>	>7 new daily cases (per 100k)	>8%	
<b>SUBSTANTIAL Tier 2</b>	4 - 7 new daily cases (per 100k)	5 - 8%	5.3 - 8%

## Playbook for COVID Response Action plan For the Orange Coast Lodges

<b>MODERATE Tier 3</b>	<b>1 - 3.9 new daily cases (per 100k)</b>	<b>2 - 4.9%</b>	<b>2.2 - 5.2%</b>
<b>MINIMAL Tier 4</b>	<b>&lt;1 new daily cases (per 100k)</b>	<b>&lt;2%</b>	<b>&lt;2.2%</b>

You can see the current status of these metrics at: <https://arcg.is/1veXG90>



If you would like to see the historical of these results you, use this secondary option:

<https://dig.abclocal.go.com/kabc/covid-tier-tracker/index.html>

### Weekly tier assessment data in California counties

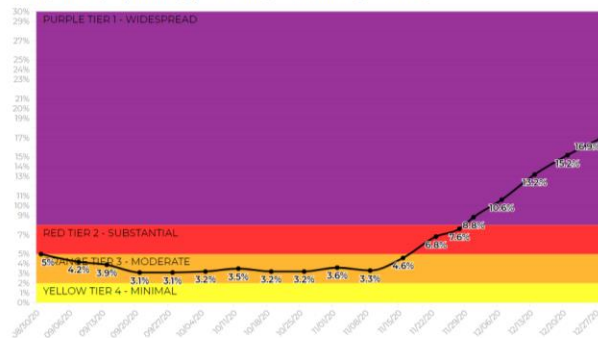
Click the dropdown menu and select your county to see how its latest COVID-19 data is trending compared to California's four-tier benchmark system.

Counties with data falling in different tiers are assigned to the more restrictive tier. Counties who are not currently under a regional Stay at Home Order may be moved to a more restrictive tier based on data assessed each week. A stay-at-home order supersedes all tier assignments. [Click here for more on what each tier means.](#)

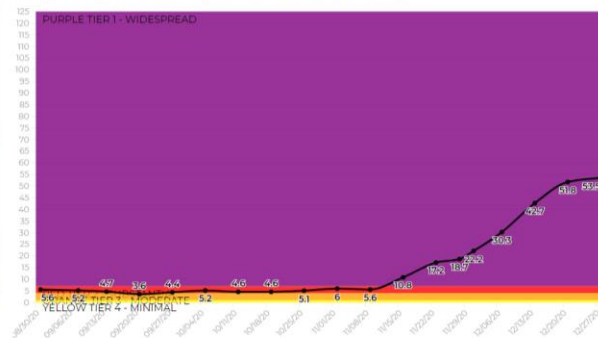
Choose a county: ▼

Orange County has been in the **purple** tier since Sep. 7, 2020.

#### 7-day average positivity percentages for Orange County



#### 7-day average case rates per 100K for Orange County



Source: [California Department of Public Health](#) / Tier assignments may now update on any day of the week and/or more than once a week. Updated Dec. 23, 2020.

Operating Agreement.pdf

Show all

## Restaurant and Entertainment Tiers as of November 24, 2020

**Purple – Widespread – Tier 1:** Outdoor operations are permitted and must continue to follow the modifications in this guidance. Performers must maintain physical distancing from spectators and other performers. Performers who are singing, shouting, playing a wind instrument, or engaging in similar activities without a face covering must maintain at least twelve feet of distance from spectators. Additional modifications for performances may be required by the forthcoming Live Performances guidance.

**Red – Substantial – Tier 2:** Indoor operations are permitted but must be limited to 25% capacity or 100 people, whichever is fewer, and continue to follow the modifications in this guidance. For indoor performances, performers must wear face coverings at all times and maintain physical distancing from spectators and other performers. Performers are counted toward the occupancy capacity limit. Additional modifications for performances may be required by the forthcoming Live Performances guidance.

**Orange – Moderate – Tier 3:** Indoor operations are permitted but must be limited to 50% capacity or 200 people, whichever is fewer, and continue to follow the modifications in this guidance. For indoor performances, performers must wear face coverings and observe all other required modifications consistent with the forthcoming Live Performance guidance. In the interim, performers must wear face coverings at all times and maintain physical distancing from spectators and other performers. Performers are counted toward the occupancy capacity limit.

**Yellow – Minimal – Tier 4:** Indoor operations are permitted at 50% capacity and must continue to follow the modifications in this guidance. For indoor performances, performers must wear face coverings and observe all other required modifications consistent with the forthcoming Live Performance guidance. In the interim, performers must wear face coverings at all times and maintain physical distancing from spectators and other performers. Performers are counted toward the occupancy capacity limit.

<https://files.covid19.ca.gov/pdf/guidance-dine-in-restaurants.pdf>

To round out this discussion, based on this calculation you are using both rooms and seating should be spread across the seating areas appropriately, and not to move everyone into one room, as otherwise you would have eliminated that number from the initial calculation to begin with.

### General Restaurant Guidelines

The below is a set of “quick” guidelines provided when operating the Lodges as a restaurant from the Guidance for Dine-In Restaurants on July 24<sup>th</sup>.

*Cleaned flatware, stemware, dishware, etc., must be properly stored away from customers and personnel until ready for use. Use disposable items if proper cleaning of reusable items is infeasible.*

**Summary: Until flatware, stemware, dishware is ready to be used it should be stored away from customers and personnel.**

*Discontinue pre-setting tables with napkins, cutlery, glassware, food ware, etc. These should be supplied individually to customers as needed. Do not leave card stands, flyers, napkin holders, or other items on tables.*

**Summary: No pre-setting tables with napkins, cutlery. It should be delivered upon the customer getting to the table.**

*Pre-roll utensils in napkins prior to use by customers. Workers must wash hands before pre-rolling utensils in napkins. The pre-roll should then be stored in a clean container. After customers are seated, the pre-roll should be put on the table by a worker who recently washed their hands. Reusable customer items including utensils, food ware, breadbaskets, etc., must be properly washed, rinsed, and sanitized.*

**Summary: Pre-roll utensil, store in clean container and then they should be put on the table by a worker who recently washed their hands.**

*Dirty linens used at dining tables such as tablecloths and napkins should be removed after each customer use and transported from dining areas in sealed bags. Workers should wear gloves when handling dirty linens.*

**Summary: Think twice about using linen tablecloths and napkins given they must be transported after each customer from the dining areas in sealed bags.**

*Suspend use of shared food items such as condiment bottles, salt and pepper shakers, etc. and provide these foods in single serve containers, if possible. Where this is not possible, shared items such as condiment bottles, shakers, etc., should be supplied as needed to customers and disinfected after each use.*

**Summary: If you use shared items, then you need to disinfect them after each use. Preferred to use single serve containers.**

*Provide menus via alternative, low-touch methods, if possible, such as disposable paper menus, non-touch chalk or white boards, and digital menus that customers can view on a personal electronic device. Provide disposable order numbers/table trackers if possible. If alternatives cannot be provided, properly disinfect menus, order numbers, etc. before and after customer use. Consider options that allow customers to order ahead of time.*

**Summary: Use disposable menus (and dispose of them after each use) or you need to properly disinfect before and after each customer use.**

*Close areas where customers may congregate or touch food or food ware items that other guests may use. Modify delivery of these items by providing items to guests individually, converting to cafeteria-style service, etc. Discard or clean, disinfect, or sanitize shared items after each use, as appropriate. The areas that should be closed include but are not limited to:*

- *Self-service areas with condiment caddies, utensil caddies, napkins, lids, straws, water pitchers, to-go containers, etc.*
- *Self-service machines including ice, soda, frozen yogurt dispensers, etc.*
- *Self-service food areas such as buffets, salsa bars, salad bars, snack areas, etc.*

**Summary: No self service area, and if you're serving people via a cafeteria-style service, then you should ensure social distancing. See the below guidance which discourages having people moving around shared spaces in regard to food and beverage. Do not allow customers to be in areas where there is food or food ware items that other guests may use.**

*Discontinue tableside food preparation and presentation such as food item selection carts and conveyor belts, guacamole preparation, etc.*

**Summary: This guidance seems appropriate with regard to tableside and avoiding having folks near food preparation tables. Unless truly separated, prepare food in a separate location and the deliver to the table.**

*Staff should take and deliver orders to customers to limit the number of people moving around shared spaces.*

**Summary: Do everything you can to limit people moving around shared spaces, take and deliver orders to customers**

*Servers, bussers, bartenders, and other workers moving items used by customers (i.e., dirty cups, plates, napkins, etc.) or handling trash bags should use disposable gloves (and wash hands before putting them on and after removing them) and aprons and that are changed frequently.*

**Summary: Beyond face coverings, everyone touching anything by a customer needs disposable gloves and an apron.**

*Dishwashers should use equipment to protect the eyes, nose, and mouth from contaminant splash using protective glasses, goggles, or a face shield in addition to a face covering. Dishwashers must be provided impermeable aprons and change them frequently. Reusable protective equipment such as shields and glasses should be properly disinfected between uses.*

**Summary: Dishwashers have special additional requirements of protective eye gear or face shield and impermeable aprons.**

*Discontinue activities that encourage movement and shared items between guests including karaoke singing, open mic performances, trivia activities, mixers, pub crawls, etc.*

**Summary: General guidelines on entertainment, karaoke is out 😞.**

*Close dance floors and discontinue performances such as musical or dance acts that encourage large gatherings.*

**Summary: If you have entertainment, ensure that you are managing the dance floor and social distancing of differing household and gatherings.**

From an earlier email, see below an additional set of guidelines:

Indoor or outdoor billiard areas, parlor games, and other types of games, entertainment areas, horse shoes, shared areas, etc should be discontinued.

According to the state dine-in guidelines, that alcohol can only be sold on the same transaction as a meal. So, everyone drinking should be on a ticket that also has a standard dine-in meal service attached to that ticket in some fashion. Not everyone has to eat a standard dine-in meal service, but someone should. If an average person was to watch a given table, it should be clear the party is there for a meal service. The “same transaction concept” can prove very challenging in an environment where a Lodge has created a disconnect between their bar service from dining services (such as walkup bars, different tabs for meal and bar service, or tabs for drinks only), and for that reason is strongly discouraged. In addition, with walk-up service, this as well contradicts the concept of minimizing customer movement.

The below set of guidelines are from July 14<sup>th</sup>, 2020 and are still applicable:



## Playbook for COVID Response Action plan For the Orange Coast Lodges

1. All Clubs should operate outdoors, in a socially distanced manner, with separation of 6 feet between each household based parties.
2. All members should wear face coverings when in common areas, or engaging with people outside of their household.
3. All Clubs are required to provide a food option during operating hours to comply with the restaurant guidelines and to avoid being viewed as a bar establishment.
4. No indoor bars should be serving Members and Guests directly. Servers should be leveraged for beverage service.
5. There is to be no off-premise sales of alcohol (no alcohol to go).
6. Lodges with the capabilities should consider acquiring the Temporary Catering Authorization to provide club services in parking lots or extended areas where their Type 51 Licenses is not currently covering.
7. All employees should wear face coverings who interact with the public, those others outside of their household, or prepare food for sale.
8. All employees should have their temperature taken at the beginning of each shift.
9. Upon entering, all members and guests should be clearly recorded and temperatures should be taken.

### Estimating Capacity Based on Indoor Capacity Limits

*The below was written during a time when the Lodges were in the Red Tier and could operate at 25% indoors. It is used as guideline for how handle indoor capacity planning during a given Tier.*

#### **Bar, Restaurant, Club Service**

Bars are still closed completely. Restaurants can open indoors at **25% capacity or 100 people whichever is fewer**, so we continue to require that meal service be a substantial part of any party's tab. Before the most recent shut down, everything was based on being 6-feet apart social distancing in Orange County, and with this new banding we have the same social distancing requirements in addition to the **maximum capacity of 25% capacity or 100 people whichever is fewer**.

How does the capacity work? *Does it mean that if our entire dining facility could hold 400 people, we can now serve 100 people however we want to set it up?*

Using Newport Harbor as an example see below how it could work (note they have they have 3 distinct downstairs dining areas). Please note I didn't have capacity numbers at my fingertips, so I made up capacity numbers for the sake of discussion:

Room	Normal Number of Tables and occupants per table	25% Socially Distanced a minimum of 6-feet
Downstair Front Dining Room	Various tables 92 people + 16 people eating at the bar accommodating 108	Various tables 23 people + 4 people eating at the bar accommodating 27
Downstairs Back Dining Room	12 tables of 4 for accommodating 48	3 distanced tables of 4 accommodating 12



## Playbook for COVID Response Action plan For the Orange Coast Lodges

Smoking Patio	12 seats	Not used to due to requirements for doors and windows to be open
<b>Total</b>	<b>168</b>	<b>39</b>

So, to get the 39 level of occupancy indoors they would need to have their members and guests socially distanced throughout the front and back of their indoor dining areas. What it does **not** mean is that they could load up 1 area with 42 guests (25% of the 168 possible downstairs members and guests). The whole point is that members and guests should be separated as much as possible in a given service area.

If they only wanted to serve in 1 room then they could only use 25% of the given room's level of capacity (for example 27 people if in the front portion of the downstairs dining room).



If a Lodge does decide to open indoor I would highly encourage you to either rope off all tables and chairs not to be used, or even better move away from the primary seating areas. By not either removing or roping off both tables and chairs, you will most likely find yourself with members adding additional chairs and thus capacity and having some tough discussions that could be easily avoided if the excess tables and chairs weren't available.

If you do allow members and guests to sit at the bar, remember that there should be a socially distanced or physical barrier based separation between the patron and both the bartender and anything behind the bar that would be used by customers.

In my own opinion, the 25% model required for a Lodge to be serving indoors is a huge level of burden to take on for minimal payback and in many cases may not be financially viable. If you're a Lodge that has a great outdoor model working, I would strongly encourage you to evaluate holding on moving indoors until we move to the next Orange Tier (Moderate – Tier 3). In the Orange Tier, Lodges can then operate indoors at a 50% model. Currently Newport Harbor can accommodate far more than the 25% model with their outdoor operations, and providing service both indoors and outdoors would be challenging both for the service and for member's to adjust to, thus my recommendation to Newport Harbor's Exalted Ruler and House Committee is that we stick with our outdoor operations until we move to the Orange Tier and then re-evaluate.

### Mask Wearing

People in California must wear a face covering when they are not at their table regardless of indoor or outdoor. Employees must wear face coverings when they are engaged in work. When we have volunteers, they fall under this same set of guidelines as employees. And it does not just apply to wearing a mask when they're around other customers or preparing customers food/beverage products. If a set of volunteers are cleaning up after food service, they should continue to be wearing PPE. It's always safest to keep the mask on.

### Meetings

The state continues to be unambiguous in prohibiting gatherings indoor which would take the form of Lodge Activities, Lodge Meetings, committee meetings, other Lodge business meetings.

If you are really limited on options, then I would encourage you to think about using your dining locations for double duty as a dining location and Lodge meeting and have a true dinner meeting (much like Santa Ana did in their patio, except indoors).

*Written during a time that we were in the Red Tier*

Realize that you will need to comply with the 25% if you move indoors, but the double duty room is probably the best and most legally compliant option if a Lodge really wants/needs to meet indoors. In talking with PER Oscar Garza from Orange Lodge, he will be recommending to his team that they set up some dining tables in their banquet room and have the Lodge meeting in their banquet room as a dinner meeting.

What you should not be doing is just having limited capacity in your Lodge rooms as a standalone meeting indoors in your Lodge Room, all indoor meetings should be combination dinner meetings, as was the guidance outdoors. In addition, general events, such as wine tasting events, Lodge fun activities, and other types of activities indoors are still prohibited.

The below set of guidelines were sent out on July 14<sup>th</sup>, 2020 are still as well applicable while Lodges are required to operate in the restaurant capacity:

*Gatherings within the State of California have been severely limited. In effort to provide some level of continued membership engagement, the District is providing the following guidelines for Lodge Meetings and any other traditional Lodge (including Emblem or auxiliary) business meetings.*

1. *No Lodges in the Orange Coast District are to hold Lodge Meetings or any traditional Lodge (including Emblem or auxiliary) business meetings indoors.*
2. *Provided that the Lodge has an enclosed outdoor location, they may hold “dinner meetings” to accomplish Lodge rituals and business. For Lodges who do not have such an enclosed outdoor location available, they should look to virtual/online options.*
3. *Standard social distancing practices are to be respected and face coverings should be worn as much as possible.*
4. *No alcohol may be present during the meeting portion of a “dinner meeting”, either glasses should be cleared or meetings should be held prior to bar service.*

## Handling Zooms for Lodge Meetings

Below are the guidelines for Zoom Lodge Meetings as provided by Bob Duitsman, PGER and Area 7 Sponsor as delivered by Robyn Sembenni Area 7, Grand Lodge Committee on Judiciary.

1. The lodge meeting is hosted via Zoom Pro. Members contact the secretary to obtain the password, which would be changed for each meeting where balloting will occur. The Secretary checks that the member is in good standing before providing the password.
2. Members log into the zoom meeting (a paid account is not required to participate) using their membership number and password. If there is more than one member in that household, each must use a separate device to log in.
3. Balloting is conducted using the polling feature (approve/do not approve). A screenshot is captured to show the total votes. The polling feature does not capture information as to who has participated in the poll and only provides a total number of votes for each option offered in the poll. The secretary/host will know if the number of poll responses exceeds the number of members on the call. If that occurs the process is repeated. The screenshots are deleted as breaking of the box.

The only modification that one might be able to make would be in step 1 to instead of doing a different password each meeting and having the members every meeting contact the secretary for the password, as part of the registration process have the member put their Membership Number as a required field and set the option to Manual Approval instead of Auto Approval. And then have your Lodge Secretary Approve each registration to ensure the member is current.

Taking the alternative suggestion listed here relies heavily on the Secretary setting up the meeting for Manual Approval and that the Secretary will review every registration.

However, the crux of the Zoom process for Lodge Meetings should be:

- Only current members can attend
- The same access URL should not be shared from meeting to meeting (

- If you are using a password, it should change and be different enough an average member couldn't guess it.
- Every member should be on their own device Logged in and members should set their membership numbers as a portion of their screen name, so you can identify everyone in a meeting

## Room Rentals

For the time being the district continues to stand by Lodges holding off on room rentals. In addition, the ABC is still not permitting any alcohol for any room rentals regardless of Elk membership status.

In addition, remember that all space rentals requirement 1-Day Permit from the ABC, to serve alcohol at the given event. The below was taken from the 51 vs. 58 portion of the December 2020 Business Practices Session:

### 51 License – Non-Profits Clubs that have a social club business component

- Authorizes the sale of beer, wine and distilled spirits, to members and guests only, for consumption on the premises where sold. No off-sale privileges. ***Food service is not required*** (realize this is not the case while Bars are not open during COVID). Minors are allowed on the premises. – Under normal business operating circumstances
- This applies ANYWHERE ON YOUR PROPERTY OR PROPERTY DEEMED IN YOUR CONTROL
- It includes true Lodge Events – Events where you can only get in if you are a member or as a guest with a member
- It does not include for large Weddings/Receptions, Business Meetings, Other Group Meetings and Luncheons, Birthday Parties...
- It was recommended a member should bring in less than 10 in a given party
- You can only use 1 type of license in a given area and liquor must stay within that area.
- When you use your 51 license you use it for a specific area, and the alcohol is required to stay in that area
- Per the ABC – Use common sense, in a manner you would think the aBC would use it and please don't play games.

### What is the ABC 58 License?

- Your 58 License is a permit to obtain liquor sales permits for events (Weddings/Receptions, Business Meetings, Other Group Meetings and Luncheons, Birthday Parties)
- **Every event** that you want to hold that will have sell alcohol for the above purposes requires you to get a 1-day Event Permit, **regardless of if the event is being hosted by a member.**
- Price for the 1-day Event Permit, is flexible based on the number of attendees, starting at \$100,
- “At this time until the governor lifts the restrictions on gatherings, we are not issuing 1-Day Event Permits”
- So at this time, if you choose to have an event which, the district advises against, **you legally cannot sell alcohol**

The 4 “buts” to the 58 License Usage ...

## Playbook for COVID Response Action plan For the Orange Coast Lodges

1. But this event is being put on by a member and therefore they're all "bona fide guests"  
*You are Leadership of your respective Lodges. And would someone in general think it was private event. If it looks like a duck, walks like a duck, quacks like a duck...  
Even outside of COVID if you're doing a wedding reception for the child of a member you need to get the 1-day permit.*  
**It does not matter if its for a member or a 3rd party.**
2. But we're going to lose a lot of money by not doing this wedding reception.  
*Are you going to lose as much as it would be if you were put on the list of violators and the ABC started to regularly monitor your organization.  
The reasons for these changes are because of the situation we're in and attempting to curb it, please understand we have to look beyond our own interests.*
3. But I heard the police and sheriff aren't enforcing these rules  
*While local law enforcement might not be, I challenge someone to find an ABC office stating this.  
The privilege of getting a 58 License is an add-on to your 51 license. Is the revenue really worth putting your liquor license for the hundreds of members in your Lodge?*
4. But we've always been doing this, so it must be ok.  
*Just because you haven't been caught yet, isn't an excuse to continue to do it.  
If you've made a mistake in a past doesn't mean you can't correct it in the future*

## What is the Limited Stay At Home Order

On November 19th, starting Saturday, November 21st at 10PM the California State Public Health Officer issued a Limited Stay at Home order for all counties in the Purple Tier for the next month .

This Limited Stay at Home order requires all gatherings with members of other households and all activities conducted outside the residence, lodging, or temporary accommodation with members of other households cease between 10:00PM PST and 5:00AM PST, except for those activities associated with the operation, maintenance, or usage of critical infrastructure or required by law.

In short, our Lodges should be closed and empty of members, guests, and employees from 10:00PM PST to 5:00AM PST. There are few exceptions to be made such as clean crews, pest control and others. By in large, this curfew should not be an issue.

If there is a need to enter the building from 10:00PM and 5:00AM, same as was during our earlier Stay at Home order it should be coordinated with your Exalted Ruler to ensure we stick to a single household at the Lodge during the restricted window.

While the order does not require individuals to be at home by 10PM, as not to get derailed into the exceptions, individuals simply should not be at the Lodge or on the Lodge's property. If you have RVs on your Lodge property, individuals associated with a given RV must be in their RV allocated space.

As a reminder, regardless of how you social distance or how many people come to your meeting, at this point no Lodge should be having indoor activities (Lodge meetings, committee meetings, auxiliary meetings, initiations, orientations, club activities, or any other types of events).

**Original Order:**

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/limited-stay-at-home-order.aspx>

**Supplemental Order:**

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Supplement-to-Limited-Stay-At-Home-Order.aspx>

## What is the Regional Stay At Home Order

As of December 5<sup>th</sup>, the accelerated the efforts related to the Blueprint For A Safer Economy by issuing a Regional Stay-At-Home order based on a regional view of number of Intensive Care Unit Beds in a given regional geography. This order shut down indoor and outdoor dining options for the Lodges again for a limited time.

The Limited Stay At Home order previously in effect was extended from its previous expiration to date, and updated to expire in alignment with the termination of the Regional Stay At Home Order

**Limited Stay At Home Supplemental Order**

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Supplement-to-Limited-Stay-At-Home-Order.aspx>

The below are the key points of the stay-at-home order:

*2. CDPH will evaluate the adult ICU bed capacity for each Region and identify on covid19.ca.gov any Regions for which that capacity is less than 15%. When that capacity is less than 15%, the following terms (the Terms of this Order) will apply.*

- a. All gatherings with members of other households are prohibited in the Region except as expressly permitted herein.*
- b. All individuals living in the Region shall stay home or at their place of residence except as necessary to conduct activities associated with the operation, maintenance, or usage of critical infrastructure,[1] as required by law, or as specifically permitted in this order.*
- c. Worship and political expression are permitted outdoors, consistent with existing guidance for those activities.*
- d. Critical infrastructure sectors may operate and must continue to modify operations pursuant to the applicable sector guidance.*
- e. Guidance related to schools remain in effect and unchanged. Accordingly, when this Order takes effect in a Region, schools that have previously reopened for in-person instruction may remain open, and schools may continue to bring students back for in-person instruction under the Elementary School Waiver Process or Cohorting Guidance.*
- f. In order to reduce congestion and the resulting increase in risk of transmission of COVID-19 in critical infrastructure retailers, all retailers may operate indoors at no more than 20% capacity and must follow the guidance for retailers. All access to retail must be strictly metered to ensure*



*compliance with the limit on capacity. The sale of food, beverages, and alcohol for in- store consumption is prohibited.*

- g. To promote and protect the physical and mental well-being of people in California, outdoor recreation facilities may continue to operate. Those facilities may not sell food or drink for on-site consumption. Overnight stays at campgrounds are not permitted.*
- h. Nothing in this Order prevents any number of persons from the same household from leaving their residence, lodging, or temporary accommodation, as long as they do not engage in any interaction with (or otherwise gather with) any number of persons from any other household, except as specifically permitted herein.*
- i. Terms (a) and (b) of this section do not apply to persons experiencing homelessness.*

....

*6. The Terms of this Order shall remain in place for at least three weeks from the date the order takes effect in a Region and shall continue until CDPH's four-week projections of the Region's total available adult ICU bed capacity is greater than or equal to 15%. Four-week adult ICU bed capacity projections will be made approximately twice a week, unless CDPH determines that public health conditions merit an alternate projection schedule. If after three weeks from the effective date of the Terms of this Order in a Region, CDPH's four-week projections of the Region's total available adult ICU bed capacity is greater than or equal to 15%, the Terms of this Order shall no longer apply to the Region.*

*7. After the termination of the Terms of this Order in a Region, each county within the Region will be assigned to a tier based on the Blueprint for a Safer Economy as set out in my August 28, 2020 Order, and the County is subject to the restrictions of the Blueprint appropriate to that tier.*

The complete text of the stay at home order and the supplement related order can be read at:

**Original Order:**

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Regional-Stay-at-Home-Order-.aspx>

**Supplemental Order:**

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/supplement-regional-stay-at-home-order.aspx>

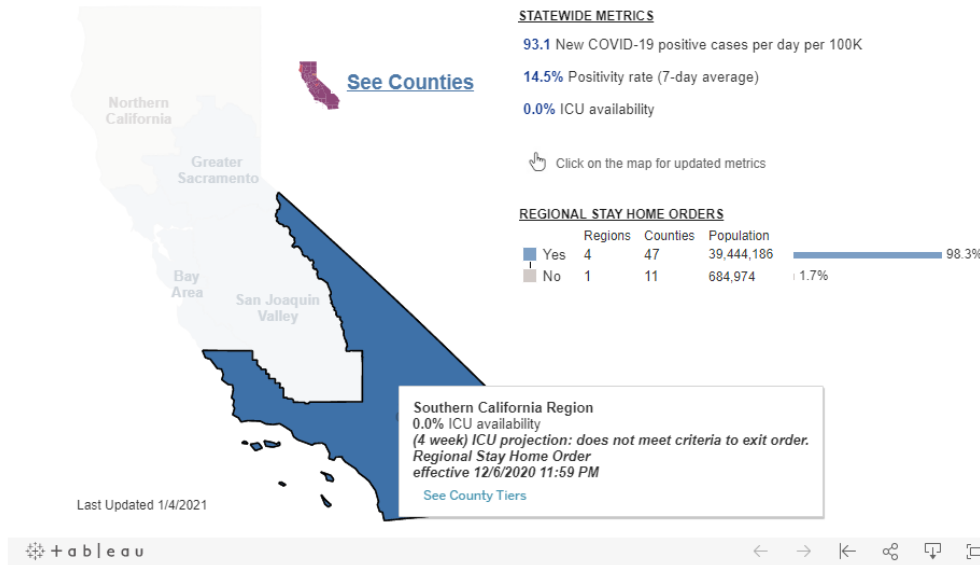
**Reporting**

To review the current values for our given region use the following link and look at the ICU values for Southern California: <https://covid19.ca.gov/stay-home-except-for-essential-needs>

## Playbook for COVID Response Action plan For the Orange Coast Lodges

- **Southern California:** Imperial, Inyo, Los Angeles, Mono, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Ventura

Click map to see current ICU bed availability:



## Guidelines and Best Practices Regarding Take Out/Delivery

The below was taken from an email regarding guidelines for Take Out/Delivery, during a period when the Lodge is not currently open for indoor/outdoor service.

### How many people for your take-out service?

There isn't a limit, however your Lodge should be responsible and should limit as few as possible different households. Obviously, everyone in any restaurant capacity needs to follow the guidelines regarding masks, gloves, ... We have steak night at Newport, it used to be a big party with volunteers when we were pre-COVID. Now the takeout service is minimal we (the Lodge) said, we really only need 2-3 people to run the service as the takeout, so that's how many the program should have present.

### Can volunteers sit at the bar and drink?

Technically they can sit at the bar but think about the perception if someone sees them doing that and why would they really need to? They can't drink the Lodge's liquor. Bars and restaurants are closed for inside and outdoor dining so the Lodge can't sell liquor for indoor or outdoor consumption based on the order. Which means liquor isn't being sold. Even if an ER or another, has an account for Lodge paid for drinks, it should be logged somewhere and thus is a sale, even if at no cost to the consumer. So why not sit at a table more like you are staff waiting for an order than a special person who is drinking and socializing at the bar. As a side note, Area 7 Committee on Judiciary has prohibited Lodges from selling liquor-to-go.

### What about bringing in your own booze?



Most people think the ABC prohibits bringing in booze. The ABC has no issue with bringing in your own booze as long as it is not sold. Admittedly, when it hasn't been a direct question to me I've ignored correcting thinking because bringing in your own booze to me seems like starting a really bad practice. In addition, the Lodge might have an issue with it. Newport Harbor has in their By-Laws that you can't bring in outside beverages.

**What about drinking while volunteering/working? These are all volunteers and not employees.**

Technically there's no law against it even with employees, we've all been to sushi restaurants where the sushi chef drinks more than he should. However, there's certainly CAL-OSHA recommendations against having an inebriated employees and volunteers. And as you know, workers comp does not support volunteers, as such any issue can turn from bad to worse really quick for the Lodge. Think about if there was an accident either inside or god forbid with a vehicle and all of the further complications.

In most cases the questions that arise, are more Lodge decisions than truly COVID based, and really boil down to safety and common sense:

- Be responsible
- Act like you're trying to limit exposure and work within the confines of the order, you're there for a specific purpose and actions should reflect that
- Don't abuse services not regularly provided to your members

## Memorial Services Accommodations as of 11/2020

The below letter was set out in November 2020, regarding the annual Memorial Services.



2750 N. Lakeview Avenue, Chicago, Illinois 60614-1889 • Phone: (773) 755-4708 • Fax: (773) 755-4709

November 2020

*A Fraternal Organization*

**TO:** Local Lodges

Along the line of previous communications about COVID-19 from Grand Lodge, the Memorial Service must be conducted in a safe manner and must comply with federal, state, local, county and state public health announcements, mandates, laws, rules and regulations. If this cannot be done, the use of a video conference can be utilized or the Service may be postponed until a later date when this special event can take place safely. This may mean a carryover until December 2021.

Common sense must be used during these trying times.

Grand Lodge hopes each Local Lodge and State Association continues implemented the following CDC guidelines on practical ways to prevent the spread of infection:

1. No shaking hands, hugging, knuckle bumps or high fives.
2. Keep a safe distance from others. Six feet when possible.
3. Wash hands often with soap and water for at least 20 seconds.
4. No soap? Use hand sanitizer (60–95% alcohol based).
5. Avoid touching your face, eyes, nose, and mouth.
6. Cover your cough or sneeze into the bend of your elbow or a tissue, then throw the tissue in the trash.
7. Stay home when you are sick and avoid close contact with people who are sick. Encourage others to do the same.

We all need to keep in mind that the health of our Members, spouses, significant others, friends, volunteers and employees is paramount. The BPOE remains vigilant in our efforts to keep one another healthy!

Office of the Grand Secretary  
Benevolent and Protective Order of Elks  
Of The United States of America

CC: Grand Exalted Ruler  
Advisory Committee  
Board of Grand Trustees  
Grand Forum  
Special Deputy Grand Exalted Rulers  
Grand Lodge Committees  
District Deputy Grand Exalted Rulers  
State Presidents  
State Secretaries

**Benevolent and Protective Order of Elks • Grand Lodge**

**Elks Care – Elks Share**

## Initiations During COVID as of 11/22/2020

On November 22<sup>nd</sup>, 2020 updated guidance on ritual requirements during the COVID timeframe was provided by the District Deputy Grand Exalted Ruler for the Orange Coast District, Jim Anderson.



§118 S. Linda Way, Santa Ana, CA 92704

• Phone: (714) 813-9118 • Bus: (714) 668-9569

E-mail: [jimanderson813@gmail.com](mailto:jimanderson813@gmail.com)

**Jim Anderson**  
*District Deputy Grand Exalted Ruler*  
California – Orange Coast District No. 0960

*A Fraternal Organization*

November 22, 2020

Exalted Rulers, Past District Deputies, Ritual Team:

Re: Initiation

All initiations will be the long form, not the short form. There will be no reading of the ritual, or mailing of the obligation and swearing in via ZOOM. The initiation can be live or via ZOOM. Teams can read the ritual but it must be in an impressive manner.

I look forward to our District continuing the Ritual in the manner it was intended to be performed, impressing our new members and welcoming them to the tradition of Elkdome.

"How Sweet It Is"

Jim Anderson, PER  
District Deputy Grand Exalted Ruler  
Cell: 714-813-9118  
[jimanderson813@gmail.com](mailto:jimanderson813@gmail.com)

Cc: Art Echternaght, Past State President  
Tom Lemm, Past District Deputy Grand Exalted Ruler

## Various Government COVID Relief

### CARES Bill Details

There are a number of various aspects with regard to the passing of the CARES Legislation. Grand Lodge put together the following review of the bill details.

<https://www.elks.org/grandlodge/files/covid/CARESBillDetail.pdf>

### Payroll Protection Plan (PPP)

Specific to the Payroll Protection Plan (PPP), see the below excerpt from the bill details document above, which outlines the rationale for disqualification from the applying for PPP.

*The plain language of the CARES ACT states the PPP applies to “small businesses” (generally those with fewer than 500 employees) as well as “nonprofits”. This reference to “nonprofits” in the body of the statute created an initial impression it would be available to all nonprofits which would include Lodges. HOWEVER, since its passage, regulations have been released and those regulations limit its application to “small businesses” and 501(c)(3) and 501(c)(19) entities. All other nonprofit groups appear to be excluded from the program. This includes our Lodges that are “fraternal” organizations formed under 501(C)(8). Thus, it appears this program is only available to Lodges with a “for profit” business, such as golf course or similar entity and for those State Major Project Commissions (which are formed under 501 (C)(3) that have payroll expense.*

### Payroll Protection Plan v2

In late December a second version of the Payroll Protection Plan was approved by congress. While there are some modifications in the requirements, with regard to the eligible non-profits, the requirements have been extended now to include 501(c)(3), 501(c)(19) and 501(c)(6) however 501(c)(8) still do not qualify.

### California Relief Grant

On November 30, 2020, Governor Newsom and the State Legislature announced the allocation of \$500 million available to small businesses and nonprofits that have been impacted by the COVID-19 pandemic. The program is administered by California’s Office of the Small Business Advocate (CalOSBA), part of the Governor’s Office of Business and Economic Development (GO-Biz).

<http://careliefgrant.com>

### Regarding Lodges

Unfortunately, Lodges are not eligible as Lodges do not fall into one of the three eligible non-profits.

*Must meet the definition of an “eligible small business”. An “eligible small business” means (i) a “small business” (sole proprietor, independent contractor, 1099 work, and or registered “for-profit” business entity (e.g., C-corporation, S-corporation, limited liability company, partnership) that has yearly gross revenue of \$2.5 million or less (but at least \$1,000 in yearly gross revenue) based on most recently filed tax return) or (ii) a “small nonprofit” (registered 501(c)(3), 501(c)(19), or 501(c)(6) nonprofit entity having yearly gross revenue of \$2.5 million or less (but at least \$1,000 in yearly gross revenue) based on most recently filed Form 990)*

### Regarding non-Lodge Entities

## Playbook for COVID Response Action plan For the Orange Coast Lodges

Several Lodges have additional corporations such as “Building Corporations”, while these entities should examine the requirements for the related grants, in most cases these entities are “passive businesses” as such are not eligible.

Under Ineligible Businesses see the following statement:

*Passive businesses, investment companies and investors who file a Schedule E on their personal tax returns*