COVID-19 Chapter Operation & Action Plan

Chapter: Kappa Alpha Theta
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Chapters should complete this worksheet and submit it to cfsl@oregonstate.edu by Tuesday, September 8, 2020.

NOTE: Workbook content submitted by the chapter will be posted on the chapter profile for each fraternity/sorority: https://studentlife.oregonstate.edu/cfsl/chapter-profiles

Chapters without a common living facility may leave the “Housing and Meal Operations” and “Facility Management” sections blank.

Chapters that have a common living facility should complete the entire workbook.

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Behavioral Expectations:

- Please describe how your chapter plans to hold members accountable to university, local, state and federal public health guidelines. Include:
  - Expectations around facemask and other Personal Protective Equipment use (gloves, faceshields, etc.)
  - Plans for promoting frequent hand washing and cleanliness
  - Communication plan for educating members of expectations prior to the beginning of fall 2020 term and arrival on campus
- Masks must be worn in all common areas of the house.
- All members are expected to wear masks in common public areas, when meeting with each other or other non-members, and are expected not to gather in groups of more than 10.
- There will be 2 sanitation stations at the facility: one in the dining room and one in the back entrance
- Extra disinfectant products will be provided for member use
- Live-In members must sign both a COVID-19 Member Agreement and a COVID-19 Live-In Member Plan outlining all expectations and protocols.
- All members are continuously updated via email and facebook group of COVID-19 related chapter protocols and plans.
Chapter Functions:

- Please describe your chapter’s plans for chapter functions including modifications/protocols for:
  - Chapter meetings
  - Social Activities
    - Including events in apartments, rented properties, townhomes, single family homes, and “live-outs”
  - Sisterhood/Brotherhood Events
  - Philanthropy events
  - Community service delivery
  - Recruitment or membership intake activities
  - New member education meetings
  - New member presentations / reveals

Chapter Meetings:
- Completely virtual on Zoom.
- Required attendance except for approved excuses (work, class, illness)

Social Activities:
- Members may not gather in groups of more than 10 people
- Live-outs must abide by this
- Facility Access: live-in members only permitted in the house (subject to change at a later date upon vote of the chapter)

Sisterhood Events:
- Completely virtual via zoom for larger sisterhood events
- Possible small group bonding (no more than 10 girls, socially distanced, masks required)

Philanthropy Events:
- Our only philanthropy event, Ironbrawl, is during the Spring Term. However, in the event that we need to, we will replicate what we did this past spring 2020; completely virtual event (virtual 5k, ZOOMba class, social media bingo card fundraising, etc).

Community Service Delivery:
- Downtown CASA office volunteering. Must wear PPE and abide by all social distancing and public health guidelines. Sign up only.

Recruitment/Membership Intake Activities:
- Work week recruitment prep/training is completely virtual but required (barring valid excuse of work/class/illness)
- Fall formal recruitment is completely virtual but required (barring valid excuse of work/class/illness)
- Bid Day is completely virtual
New member education meetings:
- Completely virtual via Zoom
- Possible socially distanced meet and greets. Masks required and no more than 10 girls.

New member presentations/reveals:
- Not applicable
Chapter Response Plan for Illness and/or confirmed COVID-19

- Please explain your chapter’s protocol for members that become ill or are confirmed to have COVID-19. Specifically include:
  - Chapter communication plan
  - How the plan will adjust if a member shares that they were directly exposed to someone that was diagnosed with coronavirus
  - Housing plan for members who are ill and members who test positive\(^1\)
  - Changes to meal operations/member behaviors\(^1\)

- Live-in members who test positive for COVID-19 must leave the facility.
- Any live-in member who was directly exposed must also quarantine outside of the facility.
- If it is a live-in member – a crew will come in to disinfect everything in the facility that has come into contact with that member.
- Any member who tests positive, contracts symptoms, or has been directly exposed to the virus is highly encouraged to self-quarantine away from the facility or their live-out residence and return home if possible.
- Communication: blast email to all members informing them of the situation.
- Contact tracing on our part via a google-doc like document provided by our property manager.

\(^1\) If your chapter has a common living facility.
Housing and Meal Operations:

- **Sleeping Porches and Other Arrangements:**
  - Please describe your chapter’s plan for density reduction in sleeping rooms/porches. This should include:
    - Current living capacity of your facility and how this number has been adjusted
    - Number of members expected to return to the facility this fall
    - Number of new member spaces available

- **Meal Service:**
  - Please describe your chapter’s plan for modified meal operations:
    - Will live-out members be permitted to access any meals?
    - What protocols will be in place for vendors and other staff/providers while on property?

Sleeping Porches and Other Arrangements:
- Current capacity = 60
- Number of Fall Live-In Members = 14
- Members will sleep in sleeping porches. Split 50/50 (so 7 members per porch). There is sufficient space in the porches to bypass partitions by spreading members out between bunks, but members can use sheets to make canopies if wanted.
- Each live-in member will have their own day-room for the fall term
- Assigned showers and bathroom stalls to limit contact

Meal Service:
- No meal service provided
- Limited access to commercial kitchen. Industrial equipment not to be used but walk-in refrigerator and freezer are accessible.
- Microwaves, hot plates, toaster ovens, etc. will be provided for member use
- disposable plates/utensils
- food is member’s responsibility
- Because of no meal service, there will be no vendors or kitchen staff.
Facility Management:

- Please describe your chapter’s safety protocol for in-house members including:
  - Cleaning and disinfection materials, plans and frequency
  - Restroom protocol should be explained separately
  - Internal vs external cleaning services
  - Details about summer cleaning plans (if any)
  - Guest/visitor policy – does this apply to live-out members?
  - The Chapter’s plan for acquiring proper cleaning supplies and disinfectant

- What modifications will occur in common areas to limit gatherings and enforce social distancing?

Safety Protocol for In-House Members:

- External cleaning service (Maids of Corvallis) on Monday and Thursday of each week to clean high-traffic/high-touch areas such as kitchen, bathrooms, living room, dining room. General cleaning and disinfecting. They are the only non-live-in party allowed in the facility.
- No guests permitted (subject to change at later date upon vote of chapter)
- Posted signage regarding walking directions
- Extra disinfectant products will be provided for member use – extra wipes and sprays will be ordered
- Plenty of supplies for live-in members to use to clean up spots in bathrooms
- Assigned showers and stalls for bathrooms to limit contact
- Summer cleaning plans – already had a deep clean done in the house
- Cleaning and disinfectant products are being regularly ordered by house mother and will be available in all high touch areas.