



Oregon State University
Center for Fraternity
& Sorority Life

COVID-19 Chapter Operation & Action Plan

Chapter: Kappa Sigma

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Chapters should complete this worksheet and submit it to cfsi@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/cfsi/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.

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

In order to act in accordance with all university, local, state, and federal public health guidelines, our chapter will enact several protocols. The first being required facemasks in all public/common areas of our chapter facility. Each one of these public/common areas will also be limited to 6 people to ensure that social distancing requirements are met. Dining will occur in member's rooms to prevent exceeding the 6 person limit in our dining room. Each entry to the facility will feature a handwashing station and every individual, member or guest will be required to wash their hands upon entering the building. Each guest will also be required to sign in upon entering the building. In order to work effectively, the Executive Committee, along with myself, and the House Director will present a presentation outlining all of our internal guidelines as well as those from the university to ensure that our members are as informed as possible.



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Chapter Functions:

- **Please describe your chapters 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

Our chapter has made several operational modifications that will limit the spread/contraction of COVID-19. All chapter meetings will be held virtually until further notice. This allows every member, whether in Corvallis or at home to engage with one another on a regular basis in a safe manner. Regarding social activities, the Gamma-Sigma Chapter of Kappa Sigma does not plan on sanctioning any official social events for Winter 2021, and all members of our fraternity, especially those living in our facility. Our chapter will be expected to abide by the 6 person maximum gathering limit when socializing outside of the facility. All brotherhood/philanthropy events will also be held virtually unless they can be done in a manner that abides by all university, local, state, and federal public health guidelines. All recruitment, and new member education program events will also be held virtually until further notice.



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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 positive¹
 - Changes to meal operations/member behaviors¹

Our chapter has prepared protocol for in the event that a member is experiencing symptoms or tests positive for COVID-19. One wing of the house, several rooms, and one of our 3 sleeping porches has been designated as our “quarantine zone” for any members experiencing symptoms. In the event that more study rooms and sleeping porches are needed, those will be discussed amongst the Executive Committee, Alumni, and Housing Director. No other members will be allowed to enter the quarantined areas except to deliver food or in the event of an emergency. Meals will be individually prepacked and delivered by a designated member.

¹ If your chapter has a common living facility.



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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?

Our previous living capacity for our chapter is 64, however, this has been adjusted to half capacity at 32. We have only 18 members living for winter and are projected to have 20 members living in spring. This allows the majority of members to have their own study room or be in a double room if space is allowing. We will be offering up to 6 new members to move in.

Meals will be prepacked by our cook in our kitchen and placed on the dining room table where they can be picked up by members. All meals will be consumed in personal study rooms. No member is allowed in the kitchen while our cook is present. And no live-out member or guest will be permitted access to any meals. The protocol for our cook/staff while on property is that they must abide by our mask mandate and maintain social distancing.



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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?**

Cleaning and disinfecting will be done twice per week on Sundays and Wednesdays. Restrooms are permitted to one person if social distancing is not possible. All cleaning services will be internal and a deep clean of the house is done every Sunday. And all cleaning supplies will be acquired by our cook and/or the house manager. The current guest/visitor policy is applied to live-out members.

Common areas are limited to 6 persons. And social distancing is required.



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Additional Information:

All members returning to school must get a covid test before returning to the chapter house. It is also recommend that all members take advantage of TRACE testing provided for by OSU.