



Kappa Kappa
Gamma COVID-19
Manual for Biennial
Convention

Established February 2022



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Kappa Kappa Gamma COVID-19 Overview

In alignment with our mission statement, Kappa Kappa Gamma is committed to the health, safety and well-being of our members, volunteers, delegates, staff and guests as our top priority. Kappa Kappa Gamma has created policies and guidelines for Convention for all attendees. It is our hope that these guidelines will provide a safe environment for all who attend.

These guidelines and policies are subject to change over time as expert recommendations, regulatory guidance, and local and federal mandates are updated. The policies in this document align, at a minimum, with the current recommendations of the Centers for Disease Control and Prevention, local, state and federal recommendations to the greatest extent possible.

While we have taken all reasonable steps to protect all attendees, Kappa Kappa Gamma makes no guarantees, warranties, representations, or other promises regarding the possibility of someone contracting or not contracting COVID-19. While we have implemented all of these policies and procedures, we are all in this together and can help each other have the healthiest event possible by practicing appropriate safety measures while on-site at Convention and complying with these policies and guidelines.

Please note: You are required to follow all federal, state and local laws as well as local venue/business COVID-19 rules/requirements regarding proper face mask wearing, social distancing, etc. To avoid any confusion, if there is any conflict between these policies and procedures and any local, state, federal or venue guidance, then you must always follow the more restrictive policies and procedures.

Kappa Kappa Gamma has established a COVID-19 Coordinator for Convention in order to address any confirmed or suspected cases of COVID-19 in our attendee population. The COVID-19 Coordinator, and those supporting the coordinator, is responsible for, among other things, providing attendees with COVID-19 protocol information and gathering additional data/information as necessary, including for the purposes of any contact tracing. Any data collected will be used only for purposes of attendee safety and will be shared only with individuals who need to have that information for that purpose. All records created in connection with the screening will be maintained in a secure and confidential manner, to the extent possible, and will be destroyed once Kappa Kappa Gamma determines the records are no longer needed.

COVID-19 Vaccine

Kappa Kappa Gamma will require all attendees to be [fully vaccinated](#) against COVID-19 as defined by the CDC. We have partnered with third-party vendor 42Chat to receive and safeguard this information ahead of Convention. Attendees will be notified directly by 42Chat via text to upload a copy of their vaccination documents.

This protocol is expected to help ensure the health and safety of our attendees and comply with the minimum [current](#) CDC recommendation for large group gatherings.

Kappa Kappa Gamma Guidelines and Policies

PRIOR TO ATTENDING CONVENTION

During registration prior to Convention, all attendees will be required to acknowledge and sign an agreement of our guidelines and policies.

All attendees will be required to show proof of a negative COVID-19 test. Prior to arrival at Convention, attendees will receive another text from 42Chat that requests an upload of negative test results. Below is the list of the guidelines for taking a test and providing results:

- All tests must be nucleic acid amplification tests or rapid antigen tests, which include but are not limited to PCR, RT-PCR tests, and at-home PCR or rapid antigen tests. These tests diagnose active infection and an antibody test will not be accepted. See information [here](#) on these tests. See a list of acceptable PCR tests [here](#). See the list of acceptable antigen tests [here](#). *Note: International travel may provide the test results for the required travel-related tests they took to enter the United States. If guidelines for traveling to the U.S. change and no longer require a test, you will still be required to provide a negative test result as outlined in this section.*
- The test must be taken within 48 hours before the day of your arrival to Convention.
- The test results are to be provided to 42Chat. All attendees must receive a negative test to attend Convention. If you receive a positive test, please contact convention@kappa.org and include “Attn: COVID-19 Coordinator” in the subject line.
- If you have tested positive within 90 days prior to the first day of Convention, please send your report to convention@kappa.org and include “Attn: COVID-19 Coordinator” in the subject line. Be sure the report includes your name, date of birth, test type, and test results.

TRANSPORTATION TO AND FROM CONVENTION

Our attendees will be traveling from near and far. Depending on distance, various forms of transportation may be used by our members. Below are some guidelines, policies and best practices to follow when using transportation to help mitigate the spread of COVID-19:

- Attendees are strongly encouraged to drive themselves alone to the event if possible. If not possible, masks are encouraged while using a car and open-air ventilation where reasonably feasible. Upon arrival, you will be asked for the name of those you traveled with by car for future contact tracing.
- Attendees taking public or private transportation services are strongly encouraged to properly wear facial coverings (over the mouth and nose) regardless of vaccination status, and practice social distancing while on public transportation, including allowing appropriate space between other passengers as best as possible — every other seat and every other row. Six feet of separation is recommended if possible and if not required by law.
- Do not use public transportation if you suspect you are sick, have any COVID-19 symptoms, or have been in contact in the last 14 days with other people that have been confirmed as positive for COVID-19. Contact Kappa immediately at convention@kappa.org and include “Attn: COVID-19 Coordinator” in the subject line to report your symptoms prior to leaving for Convention.

WHILE AT CONVENTION

The following policies and procedures outline what attendees can expect and be required to comply with while attending Convention:

- Daily attendance at all events, including but not limited to meals, workshops, and business meetings should only be attended if you are feeling well. If you or someone in your hotel room is not feeling well, please remain in your hotel room and immediately contact the COVID-19 Coordinator via the Whova app.
- Daily questionnaire health assessment reminders will be received via the Whova app. Attendees will be required to self-assess at the beginning of each day prior to engaging in any activities.
- All attendees will be required to always wear a facial covering (over the mouth and nose) regardless of vaccination status while moving around the indoor hotel facilities. Attendees are encouraged to bring their own facial covering. The facial covering may be a respirator, surgical mask or other similarly effective face covering. As noted by the [CDC](#), loosely woven cloth products provide the least protection. Layered finely woven products offer more protection. Well-fitting surgical masks, KN95 and NIOSH-approved respirator masks offer the most protection. Please find instructions for the training, use, fit-testing, and other provisions related to the wearing of facial coverings in the appendix of this document.
- Based on current CDC, local, state and federal guidelines, masks are not required while outdoors. However, this remains a personal choice as masks protect you and others. To support all attendees, mask choices outdoors shall remain free of judgment and all attendees are encouraged to make their own choice on if to wear a mask outdoors.
- To further mitigate the risk of COVID-19 transmission in a large group setting, it is recommended to the extent possible you should physically socially distance yourself when you can. To that end, we ask each attendee to be aware of social distancing at all times. Social distancing is the practice of keeping space between yourself and other people outside of your home. It is expected that all attendees will be mindful and will practice social distancing if possible. Social distancing best practices include: (i) staying at least six feet from other people; (ii) avoiding contact with others, such as handshakes or embracing friends, visitors; and (iii) avoiding surfaces that have been touched by others to the extent that is feasible.
- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Hand sanitizer and wipes will be placed in locations around the hotel for use as necessary.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Practice good respiratory etiquette, including covering coughs and sneezes.

WHEN YOU LEAVE CONVENTION

If you test positive for COVID-19 within 14 days from your departure from Convention, please notify the Kappa COVID-19 Coordinator at convention@kappa.org and include "Attn: COVID-19 Coordinator" in the subject line.

Contact Tracing and COVID-19 Diagnosis Protocols

The below protocols are to be used to determine how to mitigate the risk of a positive and potential positive COVID-19 diagnosis. It is through contact tracing that the details of each situation will be discovered and allow us to determine the proper protocols attendees must follow in each situation. It is our intent to understand the details of each case and work to return all attendees to Convention as safely and efficiently as possible, understanding the facts will determine the best protocols to follow.

POSITIVE COVID-19 DIAGNOSIS

If any attendee tests positive for COVID-19 at any time, the following protocols must be followed:

Attendee Is Symptomatic

- Immediately notify the COVID-19 Coordinator via the link provided in the Whova app.
- Immediate isolation is required.
- Identification of known close contacts will be collected via contact tracing.
- Contact tracing will confirm the next steps for attendees to return to Convention or be excluded from the event.

Attendee Is Asymptomatic

- Immediately notify the COVID-19 Coordinator via the link provided in the Whova app.
- Immediate isolation is required.
- Identification of known close contacts will be collected via contact tracing.
- Contact tracing will confirm the next steps for attendees to return to Convention or be excluded from the event.

ATTENDEE EXPERIENCING SYMPTOMS OF COVID-19

If an attendee is experiencing symptoms of COVID-19 at any time while at Convention, the following protocols must be followed:

- The attendee must immediately: (i) put on a facial covering and maintain a six-foot distance from others and (ii) notify the COVID-19 Coordinator via the link provided in the Whova app.
- The attendee must immediately isolate.
- The attendee must contact the COVID-19 Coordinator to gather additional information, including to determine if any contact tracing is necessary and the next steps for their return to Convention or exclusion from the event.
- The attendee will be asked to take a COVID-19 test provided by Kappa.

ATTENDEE EXPOSURE TO SYMPTOMATIC OR CONFIRMED PERSON

If an attendee has been in close contact with anyone who was experiencing symptoms of COVID-19, the following protocols must be followed:

- Immediately notify the COVID-19 Coordinator via the link provided in the Whova app.
- The attendee should remove themselves from the event and isolate until contacted by the COVID-19 Coordinator.

- Communicate with the COVID-19 Coordinator to gather additional information, including to determine if any contact tracing is necessary and the next steps for their return to Convention or exclusion from the event.
- The attendee may be asked to take a COVID-19 test.

CONTACT TRACING

Contract tracing is the identification process for which we can identify, monitor, and support a contact of a confirmed or potential confirmed case of COVID-19. We will use current CDC guidance as the basis for all contact tracing guidelines and quarantine requirements but may determine more strict guidelines are needed based on the individual situation that arises. Based on our contact tracing, we will identify and notify anyone who is considered a close contact. Close contacts are subject to COVID-19 protocols as identified above, including but not limited to testing and quarantining.

If contact tracing determines you will be required to quarantine as a result of a positive COVID-19 diagnosis that requires exclusion from the event, Kappa Kappa Gamma will actively support you through your quarantine period even to the extent it is beyond the conclusion of Convention. Appropriate lodging and meal arrangements will be made for any attendee in this situation.

Testing

Kappa Kappa Gamma will provide a Rapid Antigen Test as determined by the COVID-19 Coordinator for any of the above COVID-19 protocols or when deemed necessary for the health and safety of all attendees.

Additional Information

Below see a list of other information related to COVID-19 and Convention:

- Kappa Kappa Gamma will provide on-site access to health services and medical aid for those who may need it.
- General Convention attendees are encouraged to use CA Notify. CA Notify is a free service that allows you to find out if you were exposed to COVID-19. You can also notify others if you test positive while remaining anonymous. Your personal information is never collected, so you and those around you can stay safe. Once you activate CA Notify, it does all the work. All you do is keep your Bluetooth on. You will only receive alerts if you were in close contact with someone who tests positive for COVID-19. If you test positive for COVID-19, you can alert others you may have been in contact with. Your privacy is protected as your identity is not known and your specific location is not tracked. To learn more about CA Notify and how to use it with an iPhone, Android or other devices, click [here](#).

Important Contact Information

If you have questions or concerns about the information in this manual, please contact the COVID Coordinator below:

- **Prior to and after Convention:** Email Convention@kappa.org and include “Attn: COVID-19 Coordinator” in the subject line.

- **During Convention:** Use the link provided in the WHOVA app.

How to Safely Wear and Take Off a Mask

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-doth-face-coverings.html>

WEAR YOUR MASK CORRECTLY

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE A MASK TO HELP PROTECT OTHERS

- Wear a mask over your nose and mouth to help prevent getting and spreading COVID-19
- Wear a mask in public settings when around people who don't live in your household, especially when indoors and when it may be difficult for you to stay six feet apart from people who don't live with you
- Don't put the mask around your neck or up on your forehead
- Don't touch the mask, and, if you do, wash your hands or use hand sanitizer

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Avoid crowds and places with poor ventilation
- Wash your hands often



TAKE OFF YOUR MASK CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place mask in the washing machine
- Wash your hands with soap and water



Personal masks are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a mask, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)