

Alpha Kappa Alpha Sorority, Incorporated®
Risk Mitigation Plan and Checklist Guidance
For In-Person Activities During COVID-19 Pandemic

This document has been created by the **International Risk Management Committee** to provide health and safety guidance to chapters on risk mitigation strategies for in-person activities during the COVID-19 Pandemic.

Health & Safety Risk Mitigation
(In-Person Activities)

1. Designate a Safety Monitor to ensure consistent application of the safety protocols and procedures.
2. Develop a written Safety Plan following CDC guidance along with local, state and campus guidelines for all in-person activities.
3. Develop and implement a Check-in Procedure as a component of the Safety Plan to include, but not limited to, the following:
 - a. Confirm Maximum Occupancy of the room to ensure safety capacity is not exceeded to allow for social distancing.
 - b. Design a Traffic Flow Plan with lanes of ingress and egress once inside the building to minimize contact, mitigate aerosol spread, and eliminate standing around in large clusters.
 - c. Create a registration process in order to manage the number of participants and to have a roster of expected attendees.
 - d. Confirm full vaccination status and require proof.
 - e. Require a completed COVID-19 Questionnaire and Waiver for each participant prior to entry and ensure they are retained in a safe, private place for a period of five (5) years to facilitate contact tracing and for other purposes, if necessary.
 - f. Immediately escalate any participant who answered “YES” to any of the COVID-exposure questions in the COVID-19 Screening Questionnaire or has an abnormal temperature to the Basileus, Risk Management Chairman or Safety Monitor before permitting entry.
 - g. Conduct Temperature Check before entry.
 - h. Ensure there are multiple, conspicuous hand sanitizing stations.
 - i. Provide clear directions regarding safety procedures and protocols and how the activity will proceed at the beginning of the event.
 - j. Remind participants to refrain from gestures that promote contact such as shaking hands or hugging.
 - k. Note that masks are optional and are properly worn over the nose and mouth.

4. Maintain a supply of masks, gloves and hand sanitizer.
5. Clean and disinfect commonly-touched surfaces and any shared items between each use.
6. Require all participants to be at least six (6) feet apart to the extent possible.
7. Post signage in a conspicuous place on the door to the event room which provides the following instructions:

I agree that I will follow the following safety precautions while participating in this event:

- Complete a COVID-19 Questionnaire and Waiver.
 - Submit to a temperature check.
 - Wash my hands or use hand sanitizer frequently and maintain good hygiene generally.
 - Maintain social distancing of at least six (6) feet at all times.
 - Minimize physical contact with others including handshakes, hugging, elbow bumping or any other contact.
 - Follow all other reasonable safety precautions as may be requested.
 - If within 14 days of the date preceding my entry into the facility, I am diagnosed with COVID-19 (and have not been cleared as noncontagious by my physician), suspect that I am infected with COVID-19, or am exposed to a person with a confirmed or suspected case of COVID-19, I will not enter the facility/event space to participate in the ceremony.
 - If I am experiencing any symptoms of COVID-19, or I have experienced any such symptoms within the 14 days preceding today's date and have not received a negative COVID-19 test following the onset of such symptoms, I will not enter the facility/event space to participate in the ceremony. I understand that symptoms of COVID-19 include, but are not limited to, the following: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell.
8. Ensure that all Chapter members are leading by example and observing the health and safety protocols.