



COVID-19 PLAN

Tau Kappa Epsilon
Operational Plan V2.0

Revised 7/20/2020

I. Overview

The purpose of this plan is to provide a framework for policies and procedures that will allow TKE to maintain as safe and healthy a living environment for its members and guests as reasonably possible. This plan was developed based on guidance provided by the California Department of Public Health, Los Angeles Department of Health and University of Southern California. These policies will likely evolve as guidance is revised. The Chapter Executive Board will be overseeing the implementation of this plan.

II. Preparation and Supplies

TKE has built a six-month stockpile of the following essential supplies that will be kept in locked storage:

- 648 rolls toilet paper
- 32 cases of paper towel rolls
- 21 144oz bottles of pine sol multi-surface cleaner
- 15 121oz bottles of germicidal bleach
- 12 cases hand sanitizer
- 300 sets of gloves (for employees)
- 200 face masks (for employees)
- 36 face shields (for employees)
- 2 cases of disinfectant foggers

III. Preparation for Start of 2020-2021 School Year

On August 8, 2020 at 11:59PM all residents and members must exit the TKE compound. Doors and gates will locked and only authorized employees and contractors will be permitted on the properties. From August 9, 2020 to August 14, 2020 at 10AM the following will be performed:

- Inspection of all rooms
- Remove and haul away all personal items and stuff from rooms and common areas
- Empty, clean and sanitize all refrigerators in rooms
- Patching and spot painting of rooms as needed
- Clean and disinfect all room surfaces with pine sol multi-surface cleaner
- Electrician inspection and of all rooms including smoke and carbon monoxide detectors
- Deep clean and sanitize all rooms and room surfaces



- Deep clean and sanitize common area bathrooms
- Spray/sanitize all common area surfaces
- Deep clean and sanitization of kitchen and all equipment
- Disinfectant fogging of all rooms

IV. Move-In Process

During the move-in process from August 14, 2020 until August 16, 2020 the following measures will be in place:

- Only resident members and their families may enter the properties
- Residents or family members experiencing COVID19 symptoms should not enter the properties
- Everyone entering the property must wear face coverings at all times, except when a resident is in their room with the door closed
- Frequent handwashing and use of hand sanitizer are encouraged. Ten hand sanitizing dispensers throughout the properties will be made available
- Sanitizing wipes and personal-size hand sanitizer bottles will be available for residents and families to use during the move-in

V. Kitchen and Meal Service

The key to controlling the spread of a virus at the Fraternity house is prevention. Below is a list of protocols our catering company College Cuisine will be implementing to keep us safe:

- College Cuisine staff will wash hands and use hand sanitizer frequently and maintain 6 feet of distance from anyone whenever possible.
- Gloves & Masks are required for all College Cuisine Staff at all times.
- College Cuisine Staff will plate all food served at the chapter house (Members will not touch any serving utensil).
- College Cuisine staff plating and serving food will also wear face shields.
- Self-serve concepts like Waffle Bar, Smoothie Bar, or any other Build-your-own bar will be replaced with similar staff made items.
- Only all disposable supplies will be used (Plates, Silverware, etc.)
- Leftovers will be discarded and not available for self-service.
- Bulk service items will be discontinued and replaced with single serve items such as Peanut Butter packets.
- If COVID-19 worsens we are all prepared to discontinue service to any non-resident or Live-out.
- If there is a confirmed in-house case of the COVID-19 virus then College Cuisine will temporarily suspend all kitchen operations so that all surfaces can be sanitized with a viricide.



- During a suspension of kitchen operations, College Cuisine will deliver meals to TKE in appropriate packaging.
- The decision on when to re-open would be made collectively by the Chapter Executive Board in consultation with the House Director, Board Members and College Cuisine Management.
- Access to the kitchen is restricted to authorized staff only. No residents, members, or guests may enter at any time.

VI. Cleaning Protocols

Maintaining clean houses reduces the risk of transmission. Measures include:

- 5X week Monday-Friday cleaning by trained employees
- **We are exploring adding cleaning on Saturday and Sunday**
- Use of disinfectant on all common area shared surfaces for every cleaning
- Ten hand sanitizing dispensers on the properties will be maintained and refilled
- HVAC will remain active and maintained in order to provide filtration and ventilation

VII. Safety Measures and Physical Distancing Guidelines

Preventing the spread of COVID-19 is dependent upon both preventing infected individuals from entering the property and reducing the risk of transmission through the practice of physical distancing. Measures include:

- All members should wear face coverings when arriving at the properties and those coverings should be washed daily. The face covering policy shall adhere to state and local guidance.
- Members experiencing symptoms, or those in close contact with an infected individual, should not come onto the properties.
- Frequent handwashing and use of hand sanitizer (containing at least 60% alcohol) are encouraged especially before meals, after using the restroom and after coughing and sneezing. Soap, paper towels and hand sanitizer will be provided.
- Cover your coughs and sneezes with a tissue, and then dispose of the tissue and clean your hands immediately. If you do not have a tissue, use your elbow (not your hands).
- Do not touch your mouth, eyes, nose with unwashed hands
- A minimum of 6 feet of separation should be maintained at all times.
- Members should maintain social distancing during meals, recreation and studying and are encouraged to use the large open air spaces available in the front and backyards or their rooms if required.
- Signs will be posted throughout the property reminding everyone to practice the safety measures



VIII. Physical Distancing in Rooms

To ensure the safety of members living in shared rooms, the following bed positioning measures shall be in place:

- There will be no rooms housing more than three members
- For beds positioned next to each other (end-to-end) members will sleep head to toe to achieve at least 6 feet of distance.
- There are no bunk beds at TKE.
- There are no beds in TKE positioned next to each other (side-to-side).

IX. Covid Risk Managers

The chapter shall appoint undergraduate members as Covid Risk Managers. The Covid Managers will be responsible for the following:

- Wellness and the practice of safety measures among members
- The practice of safety measures and physical distancing guidelines during meetings and gatherings.
- Implementation and management of guest policies and social gatherings if permitted.
- Ensuring that infected members leave the properties for USC isolation housing and that uninfected roommates are moved to the designated quarantine room.
- Tracking and reporting on the status of infected members, their date of diagnosis, date of leaving the property, and health status. Sharing this information with the House Director and Alumni Advisors.

X. Ensuring Wellness

Ensuring the health and safety of our members will be supported by the House Director and designated chapter Covid Managers implementing the following measures:

- Verbal health check-ins and temperature readings for at least 20% of the resident members to be performed daily Monday through Friday
- Covid Risk Managers shall ask for daily Trojan Check “green light” status and/or take member temperatures.
- Residents and members will be asked to take a Wellness Pledge acknowledging personal responsibility to stay healthy and agreeing to leave the property to enter USC quarantine housing if infected.

XI. Vendor Access

Controlling vendor access to the properties will prevent the spread of infection. The House Director will oversee the following measures:

- All vendors must arrive by scheduled appointment



- Vendors will be met by the House Director outside of the property
- Vendors must wear face coverings and have their temperature taken before entering the property
- Vendor must observe social distancing, frequently wash hands, and use hand sanitizer
- Vendor must alert House Director if they are leaving property for lunch or project related purposes
- Vendor must check out with House Director when work is complete

XII. Employee Protocols

Ensuring the health and safety of our employees will be achieved through the following protocols to be overseen by our House Director:

- Employees experiencing symptoms, or those in close contact with an infected individual, should not show up to work.
- Any employee experiencing mild COVID like symptoms should seek immediate medical attention, even if only mild symptoms are present.
- We will pay employees their regular hourly wage for the time required to be tested for Covid19.
- All employees shall wear face masks, face shields, and gloves. These PPE items will be provided.
- All employees will have their temperature taken upon arrival by the House Director. Results will not be recorded or stored. Current CDC guidelines define a fever as 100.4 or above. Employees with a fever will be asked to go home.
- Frequent handwashing and use of hand sanitizer (containing at least 60% alcohol) are encouraged.
- Notifications of positive results will be made as required within public health and privacy restrictions.
- Any employee returning from a trip involving air travel should stay home for 5 business days (7-9 calendar days).

XIII. Guest Policy <Policy Pending Under Review>

XIV. Meetings and Gatherings

A meeting or gathering is defined as member only, fraternity related meetings or brotherhood activities. They are not social events that include guests.

- Meetings and gathering of less than 20 members may occur inside the houses as long as safety measures and physical distance guidelines can be and are maintained.
- Meetings or gathering of more than 20 members shall take place outside in the backyard with those in attendance practicing social distancing.
- Covid Risk Managers shall verify Trojan Check “green light” status and/or take temperatures for all those in attendance.



- Members experiencing symptoms should not attend meetings and gathering.

XV. Social Gatherings <Policy Pending Under Review>

XVI. Resident Infection Plan

If a resident is infected with Covid19 the following measures will be taken:

- Infected resident will immediately contact the USC 24/7 Covid19 Hotline at 213-740-6291 and report infection.
- Infected resident will move out of TKE and into USC isolation housing
- Uninfected roommates will move out of infected room and into the designated quarantine room at TKE.
- The designated quarantine room will have a connected private bathroom.
- The last member to leave the infected room shall open all the windows, turn off the AC and turn on all fans.
- A Do Not Enter sign will be placed on the door of the infected room. A Quarantine sign will be placed on the door of the quarantine room.
- The infected room will remain vacant for at least 72 hours.
- After at least 72 hours, the House Director shall have the infected room sanitized. Room will be deep cleaned and thoroughly sanitized, fogged, and aired out before quarantined roommates move back into the room.

XVII. Quarantine Plan

If one or both of the TKE houses are quarantined the following measure will be taken:

- Kitchen service will be suspended. Our catering company College Cuisine will prepare meals remotely and deliver them to TKE.