



AUSTIN ALUMNAE CHAPTER DELTA SIGMA THETA SORORITY, INC.

AUSTIN Alumnae Chapter's COVID-19 Safety Plan

Place of Business:	LBJ Early College High School
Address:	7309 Lazy Creek Dr.
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In response to the coronavirus disease (COVID-19) pandemic, ***The Austin Alumnae Chapter of Delta Sigma Theta Sorority Inc.***, has developed a COVID-19 Safety Plan for all in person Chapter Meetings. *Not all Chapter meetings will be in person. We have selected to begin the Sorority year with virtual meetings until the chapter identifies an adequate facility to safely accommodate the membership. As instructed by the National President, all requests for in-person meetings and/or activities will be submitted to the Regional Director or her designee for approval prior to the event.*

This Safety Plan relies on a common understanding of a “multiple barrier approach” to reduce exposure and transmission of the COVID-19 virus. **This Safety Plan will be added to our current Emergency Response Plan.**

Barriers include:

- **Personal health & hygiene-** Be aware and stay at home if you are sick and avoid touching your face.
- **Hand washing-** effective and frequent- All sorority members will be required to sanitize their hands before entering the meeting area.
- **Masking-** *It is the requirement of the Austin Alumnae Chapter, (AAC) that all sorority members wear masks during in-person meetings.*
- **Social distancing-** Be aware of yourself and others, maintain a 6 feet separation. Depending on the facility, all chairs will be placed at least 6 feet apart in the meeting area or Chapter members will be required to skip adequate seats to ensure 6 feet distancing.
- **Sorority Rituals-** Normal Sorority greetings, ritual where holding of hands or close circles are required will be modified so that all Chapter members are within safe distance.

We are currently notifying all sorority members and others who visit our meetings on the “multiple barrier approach” and the contents of our Safety Plan along with the guidelines issued by the state of



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Texas (Office of the Governor) and local public health authorities (Austin). We will be actively updating and managing the plan and our responses as we receive new information or updated guidelines.

Our safety Plan Lead (ERT Chair or designees) will be providing the information on the plan and will be posting additional information via the Chapter's newsletter or other communication methods and member's portal. The posting will also include information from the *Center for Disease Control and Prevention* (CDC) <https://www.cdc.gov/>, and the *Austin Public Health Department* <http://www.austintexas.gov/department/health>

This Safety Plan follows the guidelines published by the state of Texas Department of Health. <https://dshs.texas.gov/coronavirus/>

PURPOSE OF PLAN

The purpose of this Plan is to identify and communicate the Austin Alumnae Chapter's COVID-19 Safety Plan for protecting the health of all sorority members and anyone who visits. This plan is effective immediately in response to the current COVID-19 pandemic.

RESPONSIBILITIES OF CHAPTER MEMBERS

The Austin Alumnae Chapter will designate a Safety Plan and site specific COVID-19 lead (ERT Chair or designee). If there are multiple meeting locations, the ERT Chair or designee will be designated for each sight. The ERT Chair or designee will monitor the health of each Chapter member and enforce the COVID-19 Safety Plan.

Location	Designated COVID-19 Lead
LBJ Early College High School or other designated location	Emergency Response Co-Chairs

The Chapter President and the COVID-19 Safety Plan Lead (ERT Chair) must be familiar with this plan and be ready to answer questions from Chapter members. Chapter President must set a good example by following this Plan. The COVID-19 Safety Lead (ERT Chair) must practice active managerial control to ensure that all Chapter members are following this Plan, which includes the following action:

- Train all ERT Committee Members on this plan as well as all Chapter members immediately and train new Chapter members before they begin attending Chapter meetings.
- Visually monitor Chapter members safety behaviors throughout the meeting.
- Immediately correct Chapter member behavior when they do not adhere to the safety steps laid out in this plan. Re-train Chapter members who require frequent correction



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- Modify the plan or process as needed to increase compliance
- Provide written and graphic materials (handouts) when available to increase visibility of policies for Chapter members.

COMMUNICATION

The Safety Plan Lead (ERT Chair or designee) will direct all communications regarding COVID-19 and the Chapter member's responses, both within the Chapter and externally. Internal communications will be provided via email and posting to the Chapter's website. Educational resources about COVID-19 illness and preparedness measures to control exposure and spreading of the illness are available via email and will be posted on the Chapter's website.

The Safety Plan Lead (ERT Chair or designee), will provide notification to Chapter members and other visitors of the meeting of any operational changes and will provide frequently throughout the course of the COVID-19 pandemic. They will monitor for public health updates and issue advisories and alerts as conditions change. The Safety Plan Lead (ERT Chair or designee), will notify all affected parties when the outbreak impacts our ability to perform services, and will provide updates when the Chapter meetings resumes as normal.

RESPONSIBILITY OF CHAPTER MEMBERS

Please be responsible for your own health and ensure you participate in our "multiple barrier" prevention efforts while at work. To minimize the spread of COVID-19 at our meeting area, everyone must play their part. We are instituting various sanitizing, physical distancing, and other best practices at our meeting site to prevent the spread of COVID-19. All chapter members must follow these practices. Specific questions about this plan or COVID-19, should be directed to the Chapter President or the ERT Chair.

You are expected to report to your Chapter President or site-specific COVID-19 Lead (ERT Chair), if you are experiencing signs or symptoms of COVID-19, as described below.

According to the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>), people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Anyone can have mild to severe symptoms. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat



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- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19. Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

If you have any of these symptoms or a combination of these symptoms **you must stay home**. Do not attend any Chapter meetings until you are free of symptoms for at least 72 hours, without the use of medicine, as recommended by the CDC.

Best practices for control and prevention, regardless of exposure risk are:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth.
- Cover your mouth and nose with a tissue when you cough or sneeze. If you do not have a tissue, cough, or sneeze into your elbow, not your hands. Then wash hands or use sanitizer.
- Avoid close contact (standing within 6 feet), with others always.
- Use a face mask or covering when you must have close contact with others.

Chapter members are encouraged to engage the Chapter President directly to resolve any meeting area safety concerns. Chapter meeting complaints about the coronavirus or other issues can be filtered by calling the Chapter President directly.

MEETING SITE PROTECTIVE MEASURES

Cleaning and Disinfection

The Chapter has instituted regular housekeeping, including cleaning and disinfection of frequent used equipment and high touch surfaces (doorknobs, railings, etc.) Chapter members should regularly do the same as they enter the restroom and meeting area.

Hand sanitizer will also be provided at the entrance door of meeting area and at the Finance table.

Chemicals capable of disinfection must be used on surfaces to eliminate COVID-19. All disinfectants provided by the Chapter will be approved for use by the EPA and can be found at

<https://www.epa.gov/coronavirus/list-n-advanced-search-page-disinfectants-coronavirus-covid-19>



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Shared areas such as breakrooms, restrooms and conference rooms will be cleaned at the following frequencies:

Location	Cleaning/Sanitize Frequency	Assigned to
Meeting- Sign-in Table	After each member signs in	Sargent-At-Arms
Women's Restroom	Hourly Checks	ERT Member
Finance Table	After each member attends	Finance Chair

- Cleaning supplies are available for Chapter members throughout the above locations.
- High-touch surfaces, such as handrails, doorknobs, shared equipment, pens, iPads, clip boards should be cleaned using disinfectants.
- Each chemical has an associated "contact time" listed on the directions. Surfaces must remain wet for this amount of time to effectively disinfect. Chapter members designated to disinfect will be trained on, and adhere to, listed contact times.

Exposure Plan

Recognizing COVID-19 Symptoms

COVID-19 symptoms include a fever, persistent cough, and shortness of breath, but may also include headache, sore throat, chills, or loss in taste or smell. If you think you have these symptoms, contact the Safety Plan Lead (ERT Chair or designee) and go home, self-isolate, and contact your health provider. If you think someone in the Chapter has these symptoms, contact the Safety Plan Lead (ERT Chair or designee) on follow-up procedures.

NOTE: Work with the Chapter President and ERT Chair to ensure the completion of necessary required follow-up procedure in the event of suspected COVID-19 individual.

Response Protocol for a confirmed COVID-19 Case

In the event a Chapter member tests positive for COVID-19, the ERT Chair will immediately notify the appropriate location facility manager and make them aware so that they are able to provide the necessary cleaning methods per the CDC guidelines. The Chapter President will contact others who may have encounter this individual and follow exposure follow up actions as stated above.

Except for circumstances in which the Chapter is legally required to report occurrences with communicable diseases, the confidentiality of all medical conditions will be maintained in accordance with applicable laws and to the extent practical under the circumstances. When it is



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required, the number of persons who will be informed that an unnamed Chapter member has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. We reserve the right to inform other Chapter members that an unnamed Chapter member has been diagnosed with COVID-19 if the other Chapter members might have been exposed to the virus so the Chapter members may take measures to protect their own health. We will reserve the right to inform subcontractors, vendors or visiting sorority members that an unnamed Chapter member has been diagnosed with COVID-19 if they might have been exposed to the virus so those individuals may take measures to protect their own health.



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COVID-19 Awareness/Acknowledgement Form

All Austin Alumnae Chapter members will review and sign this document.

Potential Exposure: A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed COVID-19. The timeframe for having contact with an individual include the period of 48 hour before the individual became symptomatic.

Confirmed COVID: A person who is confirmed by local authorities as having COVID-19.

Probable COVID: A person displaying mild respiratory flu-like symptoms that had a known contact with a confirmed COVID-19 case or has traveled to one of the high-risk areas as defined by the CDC.

Unrelated illness: A person displaying illness related to COVID-19.

COVID Symptoms (may appear 2-14 days after exposure): Fever 100.4 or higher, cough, shortness of breath or trouble breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell.

Self-Quarantine: Quarantine is used to keep someone who might be, have been exposed to COVID-19 away from others. Someone in self-quarantine stays separated from others.

Close Contact: Being within approximately 6 feet of a COVID-19 case for 10 minutes or more; close contact can occur while caring for, living with, visiting, or sharing a hospital room or other with a COVID-19 case-or-having direct contact with infectious secretions of a COVID-19 case (e.g. being coughed on).

Self-Monitor: Individuals monitor themselves for fever by taking their temperatures twice a day and remain alert for cough or difficulty breathing. If they feel feverish or develop measured fever (over 100.4 degrees), cough, or difficulty breathing during the self-monitoring period, they should not report to the meeting and contact the President or ERT Chair or designee.

Austin Alumnae Chapter Member

Signature_____

Date_____



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Youth Programs

Based on the current state and unpredictability of COVID-19 and its variants and the recommendation from the National Risk Management Subcommittee, all chapters are required to continue conducting virtual only youth programming until further notice.

Public Events

This document also governs the process for public in-person events. In addition to any PPD/Risk Management national guidelines.



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APPENDIX A. Site-specific COVID-19 Lead at Multiple Locations

Location	Designated COVID-19 Lead
<i>LBJ Early College High School or other designated location</i>	ERT Co-Chars



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APPENDIX B. Location (LBJ Early College High School) COVID-19 Safety Protocols (Pending Receipt)