COVID-19 Considerations for Returning to Campus

As universities bring students back to campus, it is important to know the specific requirements of both the University and School/College of Pharmacy and keep up with any changes in policy.

Due to the variable infection rates and restrictions in place around the country, it is expected that different chapters will be under different restrictions at different times.

The following document should be used as a supplemental guideline to all local, University and School/College of Pharmacy rules and procedures in place.

Additional recommendations for chapters and members developed by our insurance carrier can be found on the James R. Favor & Company COVID-19 reference page. http://jrfco.com/ABOUTUS/COVID19Resources.aspx

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Guiding Principles

1. All chapters and members are expected to follow the University and School/College of Pharmacy rules and recommendations for activities. Graduate members interacting with students are also expected to follow all up to date rules and recommendations from the University and School/College of Pharmacy.

2. All members are expected to follow their city and state rules and recommendations, particularly regarding restrictions on sizes of gatherings.

3. The CDC guidelines for COVID-19 are expected to be followed unless more stringent guidelines are in effect at the School/College of Pharmacy, University, city or state level.

4. In order to keep up with frequently changing policies and requirements, all collegiate chapter activities must be approved by a faculty GCD. If a faculty GCD is not available, approval may be granted by a faculty advisor or other assigned School/College of Pharmacy approved staff or faculty member.

5. Risk assessment forms should be completed for all chapter activities and events. This should include professional, fundraising, and social events conducted in person or in virtual/online format. Include COVID-19 precautions in the assessment if the chapter remains under restrictions from the University or School/College of Pharmacy. The form may be found on the Kappa Psi website. [https://kappa-psi.com/risk-management](https://kappa-psi.com/risk-management)

6. Chapters should create policies and procedures to address situations not covered by University or School/College of Pharmacy rules (e.g. meeting attendance, dues, chapter event procedures, chapter house policies).

7. Be aware of HIPAA and FERPA privacy protections for member’s health information and never publicly announce individual’s COVID-19 status or other health issues to others without their permission.

8. When assessing activities use the following information from the CDC in evaluating risk. COVID-19 is mostly spread by respiratory droplets released when people talk, cough or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth causing infection. Therefore, personal prevention practices such as handwashing, staying home when sick and environmental prevention practices such as cleaning and disinfection are important principles. The more an individual interacts with others and the longer that interaction, the higher the risk of COVID-19 spread.
Kappa Psi Pharmaceutical Fraternity, Inc.

Chapter Operations

1. Establish a plan for receiving and implementing updates to University and School/College of Pharmacy policies and requirements no less than twice monthly.

2. If the chapter is unable to adhere to a portion of their local ordinances due to COVID restrictions in place at their University or School/College of Pharmacy, temporary procedures should be agreed upon by chapter members. If chapters wish to conduct virtual meetings while utilizing electronic platforms, the chapter members should agree upon the alternative meeting format. Contact the Grand Counselor at grandcounselor@kappapsi.org with questions regarding chapter operations.

3. The chapter budget for 2020-2021 should be reviewed and updated if needed.

4. All collegiate chapter activities must be approved by a faculty GCD. If a faculty GCD is not available, approval may be granted by a faculty advisor or other assigned School/College of Pharmacy approved staff or faculty member.

5. Risk assessment forms should be completed for all chapter activities and events. This should include professional, fundraising, and social events conducted in person or in a virtual/online format. Include COVID-19 precautions in the assessment if the chapter remains under restrictions from the University or School/College of Pharmacy
   a. The form may be found on the Kappa Psi website at https://kappa-psi.com/risk-management

Rituals

1. Copies of the ritual book should NOT be made and distributed in either print or electronic form for any reason.

2. Chapters wishing to utilize the ritual to open and close a chapter meeting via online platforms can only do so if security is maintained. This includes password protections on meetings and members assigned to monitor the virtual attendee list. If the chapter chooses to utilize this ritual, multiple members are required to have physical copies of the ritual handbook. The sharing of these secret rituals by chapters electronically is prohibited. If the above items cannot be ensured, the ritual should not be performed.

3. The ritual for the Installation of Officers can be conducted virtually as this ritual does not contain secret material and is often conducted at public gatherings. If you do not have access to a copy of this ritual, please email grandritualist@kappapsi.org.
4. Chapters conducting in-person meetings or gatherings should attempt to reduce contact and maintain social distancing as much as possible.

5. In order to maintain the secrecy of the ritual while concurrently attempting to create a close-to-normal experience for the pledges and keeping chapters sustainable throughout the pandemic, an adapted ritual of initiation has been created for virtual platforms. The ritual of initiation will not be distributed to specific chapters electronically to ensure security. The International Executive Committee will be facilitating chapters’ ritual of initiation to be conducted via GoToMeeting while still involving members of the chapters. Please reach out to the Grand Ritualist at grandritualist@kappapsi.org to set up a time to conduct this process. If the chapter can securely distribute physical copies of the ritual handbooks to its members, please also reach out to the Grand Ritualist for logistical guidance regarding the ritual process. This pertains to both Spring 2020 and Fall 2020 pledge classes.

6. Chapters with local restrictions that allow for small in-person gatherings may consider hosting multiple smaller initiations with a handful of pledges each time. If this occurs, as little contact as possible is recommended. This may require slight modifications that are acceptable given the current environment. A friendly reminder that rituals should be conducted in a secure area that is not visible or accessible to non-members.

7. Chapters that did not hold an initiation in Spring 2020 due to abrupt school closings may choose to undergo a virtual ritual process, as listed in item 5, in the early Fall rather than late Fall to ensure these pledges can become members for the semester.

8. Provinces hosting meetings via virtual platforms to conduct business may wish to utilize the ritual to open and close the meeting. Given the lack of ritual-specific names listed within these two rituals, it is possible to conduct this ritual on a secure virtual platform; however, it is not required to officially host an electronic meeting. The Province can utilize its own description of an official meeting if necessary (e.g., “opening a meeting” is not necessary for workshops).

9. Contact the Grand Ritualist at grandritualist@kappapsi.org for additional guidance on completing rituals.
Rushing/Pledging

1. All chapters should fill out the chapter self-assessment survey. [Click here to access the survey](#). This will allow chapters to self-analyze their current rushing/pledging situation amid the COVID-19 pandemic and shall provide information to guide the International Executive Committee as we continue to develop and modify guidance for the fraternity.

2. Kappa Psi does not mandate specific rushing and pledging activities for established chapters. Specific requirements (e.g., philanthropy, social, scholarship events) are only in place for new colonies; however, this structure is commonly utilized by chapters. While it will likely be different than traditional years, chapters should modify their pledging process to abide by University, School/College of Pharmacy and CDC guidelines to mitigate the spread of COVID-19.

3. Rushing and pledging can be conducted virtually or in small group settings in accordance with University and School/College restrictions. While recruiting may be difficult in an online setting, consider social media campaigns, outreach in pharmacy class groups, and other mentor programs within your School/College of Pharmacy. All Kappa Psi social media policies should be considered when creating rushing and pledging materials. Maintaining positivity about the fraternity amid the pandemic is essential to continue to recruit strong members for years to come.

4. Chapters are encouraged to utilize online platforms to conduct pledge education regarding Kappa Psi’s history and values. As a reminder, GoToMeeting and GoToWebinar are available free-of-charge to all chapters. [Click here to request a GoToWebinar Meeting](#). Contact the Collegiate Member-at-Large at collatlarge@kappapsi.org with any additional questions regarding GoToWebinar.
   - Chapters in need of an example PowerPoint presentation are encouraged to reach out to the Grand Ritualist at grandritualist@kappapsi.org

5. Chapters should review any changes to their current academic calendar when scheduling or planning their pledging period. In the event that in-person classes are cancelled mid-semester due to a local outbreak, the pledging period may need to be modified (e.g. moved to a virtual setting or shortened) following all policies and procedures established by the University and School/College of Pharmacy.

6. Additional pledging activities, such as social and philanthropic activities, should also take place virtually or in small groups with social distancing in compliance with local guidelines. Chapters are encouraged to be creative with their activities and think outside of the box. [A list of suggested activities can be found here](#).
7. Chapters that host successful activities amid the pandemic are encouraged to submit their ideas by clicking here. These ideas will be added to the suggested activity list in item 6, to be shared fraternity-wide. During these challenging times, the creativity of our members is essential and the innovative ideas should be shared among chapters when possible.

8. As with traditional pledging, GCDs should be notified and sign-off on the chapter's pledging process.

9. Reach out to the Grand Ritualist at grandritualist@kappapsi.org with specific questions or place your questions within the survey listed in item 1.

Chapter Houses

Chapters with houses are required to consider additional chapter practices. The following checklist should be utilized for the 2020-2021 academic year.

If university rules are not in place regarding these issues, chapters should create a policy/procedure based on the recommendations below.

Additional resources can be found on the James R Favor & Company COVID-19 reference page. [http://jrfco.com/ABOUTUS/COVID19Resources.aspx](http://jrfco.com/ABOUTUS/COVID19Resources.aspx)

1. Assign a primary and secondary contact responsible for confirming and implementing university housing rules. Establish a plan for receiving and implementing updates no less than twice monthly.

2. Update or develop house policies regarding use of physical spaces and cleaning
   a. Chapter House should be limited to those who live there
      i. If the Chapter has outside visitors, including Chapter members, procedures should be established for safety and contract tracing
         1. Masks should be worn during entire visit
         2. Active screening (e.g., temperature check and screening questions) should take place
         3. Contact information should be collected for any outside visitor.
         4. Visitor log for all non-residents should be utilized
   b. Chapters should consider ways to rethink and redesign common spaces. For example, removing furniture and space out of libraries and only allowing small groups to gather in those common spaces.
   c. Chapter and/or house budget should allow for the purchasing of CDC or university recommended PPE, cleaning supplies or hiring of professional cleaning services.
   d. Seating in dining area should be spaced apart
Consider assigning bathrooms to members. This includes sinks, toilets, and showers.
   i. Require cleaning after use by all members. Have disinfectant wipes or other cleaning materials available in all bathrooms so members can clean after every use.

Create cleaning protocol/schedule for high risk areas/points/surfaces with member expectations shared widely with ALL members

Residents should wear university or CDC recommended PPE in common areas of the house

Hand sanitizing stations should be available in entryways and common areas
   i. Have availability of antibacterial/antiviral wipes to clean door handles, etc. after use

When possible, single rooms should be used
   i. If needed, space beds to be at least 6 feet apart.

3. Update or develop member activity policies and procedures including if a member or resident tests COVID positive
   a. Upon return, residents who have travelled should monitor for symptoms for at least 14 days
   b. Residents should self-screen (e.g. temperature check) daily
   c. If someone experiences symptoms, after notifying proper authorities and medical personnel, the resident should return to their permanent home or quarantine for at least 14 days

4. Review and update the house budget if residents cannot fulfill their full lease requirements.

5. Follow all federal, state, local, University and School/College of Pharmacy policies and procedures.
Kappa Psi Pharmaceutical Fraternity, Inc.

Resources

Centers for Disease Control and Prevention (CDC) Resources
- Colleges, Universities and Higher Learning

American College Health Association (ACHA) Resources
- ACHA Guidelines: Preparing for COVID-19 and associated checklist
- ACHA COVID-19 Resource page
  - [https://www.acha.org/COVID-19](https://www.acha.org/COVID-19)

James R Favor & Company (JRFCO) Resources
- JRFCO COVID-19 page
  - [http://jrfco.com/ABOUTUS/COVID19Resources.aspx](http://jrfco.com/ABOUTUS/COVID19Resources.aspx)