

**KAPPA ALPHA PSI FRATERNITY, INC.**  
**COVID-19 TASK FORCE APPROVED DIRECTIVES**



## **KAPPA ALPHA PSI FRATERNITY, INC.**

### **COVID-19 TASK FORCE APPROVED DIRECTIVES**

**Reuben A. Shelton, III Esq.  
Grand Polemarch**

**Jimmy McMikle  
Chairman**

**Chauncy E. Haynes  
Vice-Chairman**



**The Grand Chapter**

# **Kappa Alpha Psi® Fraternity Inc.**

TRAINING FOR LEADERSHIP SINCE 1911

OFFICE OF THE GRAND POLEMARCH

August 26, 2020

Greetings My Brothers,

The COVID-19 (Coronavirus) global pandemic has severely impacted our personal and fraternal way of life. Since its onslaught, we've watched with bated breath, hoping and praying for the decline of the virus' spread and for the health and safety of our brethren. In response, I commissioned a COVID-19 Task Force, for the specific purpose of mapping out an operational path forward during this difficult time.

I'd like to commend the COVID-19 Task Force Committee on their efforts since the commissioning of the team as they worked to assemble this finished product. I am pleased to share this document, highlighting the directives that were approved by the Grand Board of Directors for operational implementation across Kappa Alpha Psi.

Please familiarize yourself with its content and govern yourselves accordingly.

Yours in the Bond,

Reuben A. Shelton III, Esq.  
Grand Polemarch



*The Grand Chapter*  
**Kappa Alpha Psi Fraternity, Inc.**  
*TRAINING FOR LEADERSHIP SINCE 1911*

August 26, 2020

To My Brothers of Kappa Alpha Psi Fraternity, Inc.,

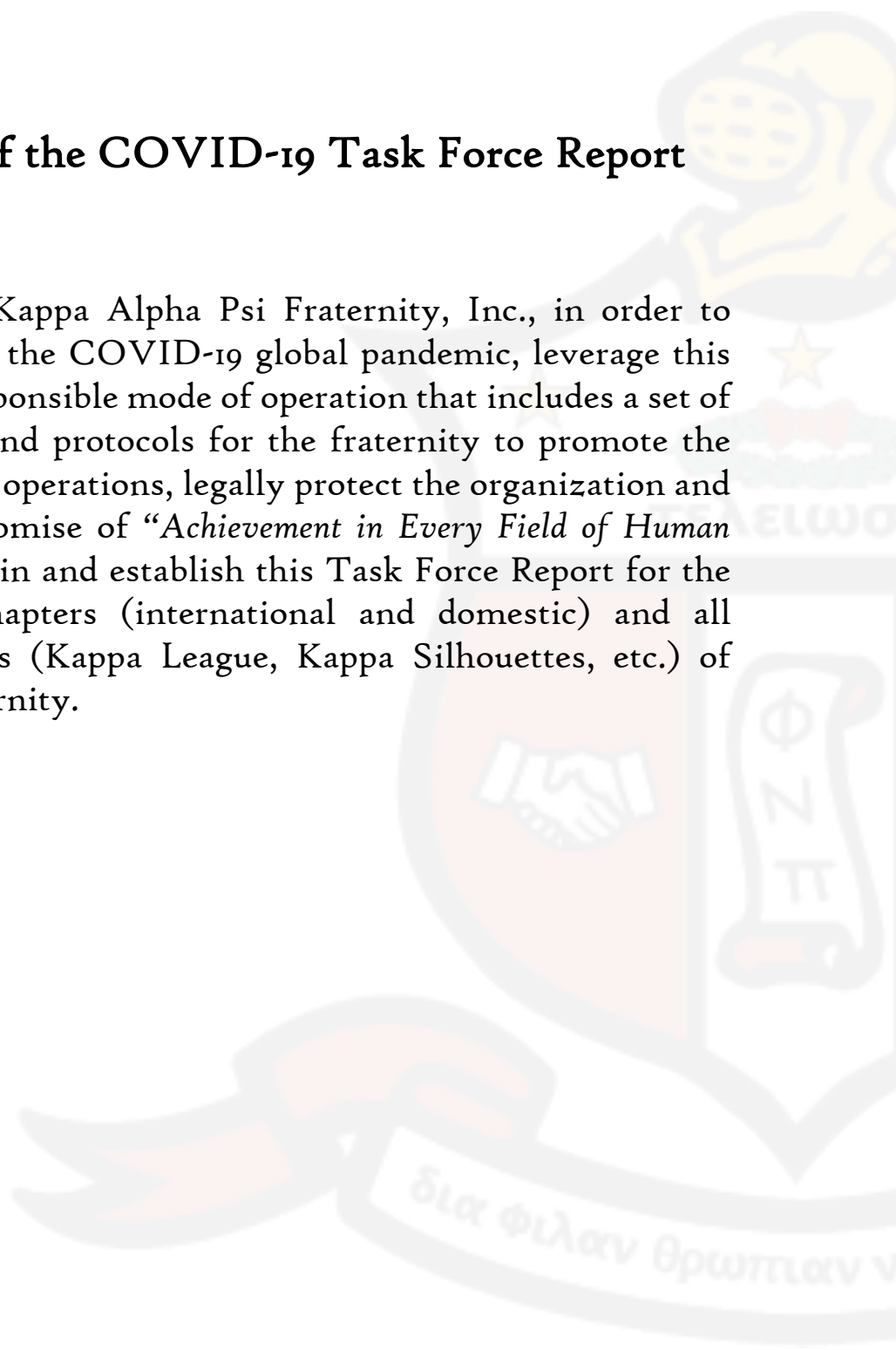
I bring you greetings in Phi Nu Pi on behalf of the COVID-19 Task Force of Kappa Alpha Psi Fraternity, Inc. It has been our honor to serve in this capacity and to carry out the important mission that this 35-person task force was charged to perform at such a critical time in our fraternity's history. A comprehensive list of recommendations was presented to the Grand Board of Directors for adoption. I am pleased to present this document which highlights the list of Board approved directives and corresponding appendices from the COVID-19 Task Force Report that will serve as a fraternal operational blueprint for the next six-nine months. Please read and familiarize yourself with the information herein

Yours in the Bond,

Jimmy McMikle  
COVID-19 Task Force Chairman  
National Director of Organizational Effectiveness  
Kappa Alpha Psi Fraternity, Inc.

## The Preamble of the COVID-19 Task Force Report

We the members of Kappa Alpha Psi Fraternity, Inc., in order to navigate the waters of the COVID-19 global pandemic, leverage this report as a safe and responsible mode of operation that includes a set of practices, procedures and protocols for the fraternity to promote the general welfare, define operations, legally protect the organization and secure the ongoing promise of “*Achievement in Every Field of Human Endeavor*,” and do ordain and establish this Task Force Report for the government of all chapters (international and domestic) and all affiliated organizations (Kappa League, Kappa Silhouettes, etc.) of Kappa Alpha Psi Fraternity.



# Establishment & Charge of the COVID-19 Task Force

The COVID-19 (Coronavirus) pandemic has wreaked global havoc of epic proportions during the past several months. The catastrophic physical and economic impact has been matched only by the mental frustration of high death tallies, persistent illness, decreased access to healthcare, lack of testing, no vaccine, no cure and the uncertainty of what tomorrow holds.

Members of Kappa Alpha Psi Fraternity have been on the virtual sidelines, forced to watch and experience this historic series of events with the rest of the world. As a result, our customary fraternal mode of operation is no longer relevant to the current environment and immediate future. We are now tasked with the difficulty of transitioning from virtual lockdown to resuming fraternal activities in a safe and responsible way. That requires a reconfiguration of the practices and procedures that will define our normal functioning.

The 34<sup>th</sup> Grand Polemarch of Kappa Alpha Psi Fraternity, Inc., Brother Reuben A. Shelton III, Esq. commissioned a COVID-19 Task Force to evaluate the fraternity's steps for the next six to nine months. The task force's charge was to recommend a plan of action to the Grand Board of Directors that would guide the actions and protect the membership and growth of Kappa Alpha Psi through this worldwide pandemic. Specifically stated, the role of the task force was to carefully examine the various operational aspects of the fraternity that would or could possibly be affected by the COVID-19 (Coronavirus) epidemic. It was also the committee's responsibility to critically assess any collateral impact and offer recommendations for that resolve.

The task force was comprised of a wide representation of membership; selected from every sector of leadership (the Council of Past Grand Polemarshs; Grand Board of Directors; Council of Province Polemarshs; Council of Senior Province Vice Polemarshs; National Medical Committee; National Chapter Advisors Committee, National MTA Committee; National Meeting Planning Committee; National Elections Committee) as well as a representation of undergraduate and alumni members at large. The diversity of this assembled committee offered a wide scope of thoughts and perspectives to produce a solid list of recommendations for the proper execution of our fraternity operations in a safe and responsible manner. The task force began its important work on Monday, June 8<sup>th</sup>.

The committee chairmen determined that the bulk of the task force's work would be done through the use of subcommittees that tackled the scope of issues. All fraternal operations were broken down into a 5-subcommittee division. The first subcommittee (chaired by Brother Dr. Eric Ayers) addressed health and welfare. Committee two (chaired by Brother Province Polemarch Kevin Kyles) tackled IHQ operations and all fraternal meetings and gatherings. The third committee (chaired by Brother Kevin Hankins) focused on MTA and Guide Right programming, while the fourth committee (chaired by Brother Glenn Harris, Esq.) dealt with legal considerations and our fraternal voting and elections processes. The fifth committee (chaired by Brother Trenton Nettles) addressed undergraduate committee operations. The resulting report reflects the work of all committees into one document.

# The COVID-19 Task Force Committee

## Committee Chairmen

Jimmy McMikle, Chairman – National Director of Organizational Effectiveness  
Chauncy E. Haynes, Vice Chairman – Grand Chapter Nominations Committee Chairman

## Committee Members (In Alphabetical Order)

Eugene Anderson – Alumni Member at Large  
Dr. Eric Ayers – Alumni Member at Large  
Dr. Kevin Bailey - National Chapter Advisors Committee  
Alvin Barrington - Elder Watson Diggs Awardee  
Rhen C. Bass, Sr., CPA - Grand Keeper of Records & Exchequer & Elder Watson Diggs Awardee  
Zachary Berry – Elections Committee Chairman  
Dr. Richard Broughton – National Medical & Wellness Chairman  
Kevin Burnett – National Guide Right Chairman  
John F. Burrell – Executive Director & Elder Watson Diggs Awardee  
Dr. John Cade - National Chapter Advisors Committee  
Dominique Calhoun – Alumni Member at Large  
Jermais Elston – Undergraduate Member at Large  
Clayton Evans – National Planning Committee Co-Chairman  
Linnes Finney, Jr., Esq. - Senior Grand Vice Polemarch  
Andre Gladden – National MTA Committee Chairman  
Linwood Green – Director of Finance  
Samuel C. Hamilton - 30<sup>th</sup> Grand Polemarch  
Kevin Hankins, Jr. – MTA Membership Manager  
Glenn Harris, Esq. – Alumni Member at Large  
Kevin Johnson – National Meeting Planner  
Darren Jordan - East Central Province Polemarch  
Kevin Kyles - Northern Province Polemarch  
Joe Lewis – Chief of Staff to the Grand Polemarch  
Darryl McGee - National Chapter Advisors Committee  
Trenton Nettles – Director of Undergraduate & University Affairs  
Dr. Myron Rolle – National Medical & Wellness Committee  
Calvin Smith - National Chapter Advisors Committee  
Ryan Tucker – Deputy Executive Director  
Jwyanza Watt – Alumni Grand Board Member  
Michael Weaver – Undergraduate Grand Member  
Lascal Webley -Senior Province Vice Polemarch, Middle Eastern Province  
Joe Williams – National Webmaster  
Isaac Yearwood -Undergraduate Member at Large



*The Grand Chapter*  
**Kappa Alpha Psi Fraternity, Inc.**  
*TRAINING FOR LEADERSHIP SINCE 1911*

## **DIRECTIVE SUMMARY**

### **DIRECTIVE #1 – Health & Welfare**

Kappa Alpha Psi will create and release a series of short “Health and Welfare” videos that provide critical messaging to our membership regarding safety, medical education and other pertinent information designed to help prevent the spread of the Coronavirus and keep the membership as safe as possible (in accordance the local, state and CDC guidelines).

### **DIRECTIVE # 2 - Meetings & Gatherings**

**Alumni** and **Undergraduate** Chapters are allowed to resume in-person chapter operations effective 9/01/2020 based on the CDC gathering guidelines defined by each respective chapter’s state and local municipalities of jurisdiction and or college protocols. Chapters will maintain the final discretion whether to hold in-person or virtual chapter meetings. When opting for in-person meetings, “virtual” meeting access must be provided to those members that are not comfortable attending in-person chapter meetings until an effective vaccine has been developed and made available to the public. Each chapter must implement Kappa Alpha Psi’s COVID-19 Meeting Guidelines to ensure the safety of members, continuity of member participation and protection of our esoteric information.

### **DIRECTIVE # 3 - Meetings & Gatherings**

All active and operating chapters will implement and abide by the Fraternity’s established guidelines entitled, “*The COVID-19 Guidelines for Meetings and Gatherings,*” for all fraternal meetings and gatherings. See Appendix A

### **DIRECTIVE # 4 - Meetings & Gatherings**

Virtual meetings will be allowed to serve as official meetings for the Fraternity utilizing platforms, including, but not limited to: Zoom, GoToMeetings, Microsoft Teams and Google Hangouts. All virtual meetings will exclude the requirements of ritualistic openings and closings. See Appendix A.

### **DIRECTIVE # 5 – Voting & Elections**

The use of alternative voting methods (preferably secured electronic voting) are hereby permitted to allow local chapters and Provinces the ability to conduct annual elections until appropriate language can be drafted, circulated and acted upon to amend the Constitution & Statues at the 85<sup>th</sup> Grand Chapter Meeting. The use of mail-in balloting should be considered for those technology challenged members who would not be able to participate otherwise.

Resources for leveraging email voting options can be found at: <https://support.microsoft.com/en-us/office/create-polls-in-email-messages-and-review-the-results-4d10e079-8ea1-489a-a79c-18cb71ae12dd>



Resources for leveraging voting through the virtual Zoom meeting platform can be found at:  
<https://blog.opavote.com/2020/03/running-elections-through-zoom.html>

Resources for leveraging voting through the virtual GoToMeeting platform can be found at:  
<https://support.goto.com/webinar/help/polls-g2w040015>

#### **DIRECTIVE # 6 - Meetings & Gatherings**

Province Polemarchs are hereby empowered to execute virtual or hybrid (face-to-face and virtual) Province Councils and CRWLC's based on gathering guidelines defined by the state and local municipalities of jurisdiction. Face-to-Face and Virtual guidelines will coincide with the guidance given to local chapters and augmented by the National Meeting Planners guidelines for national meetings. **See Appendix B & C**

#### **DIRECTIVE # 7 – MTA**

MTA activities and candidate initiations are hereby suspended for the remainder of the 2020 calendar year. The return (and timeframe for the return) of MTA activities and initiations in 2021 will be evaluated at the end of 2020 by the Grand Board of Directors, Executive Director and MTA and Membership Manager. Chapters must still comply with the remote MTA certification process.

#### **DIRECTIVE # 8 – MTA**

The “*COVID-19 MTA Cluster Playbook*” has been adopted and will serve as the governing document to define the proper performance of Kappa business as it relates to Membership Intake. **See Appendix D**

#### **DIRECTIVE # 9 – Guide Right**

All Guide Right programming and activities will be conducted virtually for the remainder of the 2020 calendar year. The return to in-person programming for 2021 will be evaluated in the late fall season of 2020

#### **DIRECTIVE # 10 – Guide Right**

The “*National Guide Right Plan Playbook*” has been adopted and will serve as the governing document to define the proper performance of Kappa business as it relates to conducting Guide Right programming in the fraternity's respective operating chapters. **See Appendix E**

#### **DIRECTIVE # 11– Operations**

A safe operational plan for International Headquarters (IHQ) has been adopted to allow its reopening and define the proper conduction of its ongoing business operations. **See Appendix F**



# APPENDICES

**APPENDIX A - THE COVID-19 GUIDELINES FOR MEETINGS AND GATHERINGS**

**APPENDIX B - ON-SITE TEAM MANUAL**

**APPENDIX C – LOCAL PLANNING PLAYBOOK**

**APPENDIX D – MTA CLUSTER PLAYBOOK**

**APPENDIX E – NATIONAL GUIDE RIGHT PLAYBOOK**

**APPENDIX F – IHQ SAFE OPERATION PLAN**



# APPENDIX A

**THE COVID-19 GUIDELINES  
FOR MEETINGS AND GATHERINGS**



*The Grand Chapter*  
**Kappa Alpha Psi Fraternity, Inc.**  
*TRAINING FOR LEADERSHIP SINCE 1911*

## **THE COVID-19 GUIDELINES FOR MEETINGS AND GATHERINGS**

1. In person meetings must limit attendance to the maximum allowed by state and local municipalities for indoor gatherings.
2. Self-Attestation of current health condition and temperature checks should be executed before entry into the facility.
3. Members must follow CDC, state, and local guidelines for wearing PPE (face masks, gloves, etc.)
4. We recommend that chapters make PPE available (masks and gloves) in case a member needs one, as well as hand sanitizer.
5. Meeting room setup must ensure that seating has the proper spacing so that members sit at least 6 feet apart as CDC, state and local guidelines suggest.
6. There must be no printed paper distributed to prevent the unintentional spread of COVID-19. Documents must be emailed or displayed for the membership to review.
7. Meals should not be served during an organized Kappa event or meeting
8. A “virtual” meeting option must be provided to those members that are not comfortable attending in-person chapter meetings until an effective vaccine has been developed and made available to the public.
9. Virtual meeting options must include teleconference and/or videoconference options.
10. There are various teleconference and videoconference solutions in the marketplace (Zoom, WebEx, Go-To-Meeting, etc.). However, any solution you use must have the following features to protect the confidentiality of our meetings.
  - a. Registration feature to ensure only members of Kappa Alpha Psi Fraternity, Inc.® are allowed on the call.
  - b. Password enabled to prevent the conference from being hacked and providing additional security to ensure only members are dialed in.
  - c. The ability for the participant’s list to be viewed by Host and Co-Host as an additional level of security to ensure only members are dialed in.
  - d. Polling features to allow real-time voting on motions.
11. Rituals or anything esoteric to Kappa Alpha Psi® Fraternity, Inc. must never be done in a virtual setting. The Opening and Closing Ceremonies must not be conducted on the virtual meeting option. If the meeting is being held in both a face-to-face and virtual setting, the Opening Ceremony must be conducted before the members attending the meeting virtually are allowed in. At the end of the meeting, the virtual portion must be ended prior to conducting the Closing Ceremony.
12. The same precautions for in-person chapter meetings should pertain to Burial Ceremonies as well. Attendance limits should be governed by the state and local municipalities for indoor gatherings. Brothers must space themselves out at least 6ft and wear appropriate PPE.



# APPENDIX B

## ON-SITE TEAM MANUAL



# Province On-Site Team Roles and Responsibilities

A Province Guide

Operations, Logistics, Staging, Security, Production



# Table of Contents

A  
Province  
Guide

**Purpose.....Page 3**

## **Roles and Responsibilities**

**Operations Manager.....Page 4**

**Logistics Manager .....Page 5**

**Stage Manager.....Page 6**

**Security Manager.....Page 7**

**Production Manager.....Page 8**

**Misc. Repsonsibilities.....Page 9**



## Purpose

A  
Province  
Guide

The Grand Chapter On-Site Team (OST) was established to assist International Headquarters (IHQ) and the Grand Chapter Meeting Planning Committee with the planning and execution of all Grand Chapter meetings (GCM), National Founders Day (NFD), and the Grand Board of Directors meeting (GBOD).

The role of a Province's OST is to provide additional manpower and an area of expertise needed to execute in the key areas of Operations, Logistics, Staging, Security, and Production for a Province's respective Province Council. The objective of this document is to define the roles and responsibilities of the OST. Roles and responsibilities can be adjusted to work with the local dynamics.





## Roles & Responsibilities: Operations

A  
Province  
Guide

- ❖ OST liaison to each province with the inventory of events items
- ❖ Assist the Province Planner with hotel reservations (Special guest, sponsors, and members)
- ❖ Participate in update meetings with Province Planning Chairman/Local Chair & Province designers
- ❖ Conduct daily walk-through of all room set-ups
- ❖ Manage the Green Room for Public meeting & Closed Banquet
- ❖ Assist the Logistics Mgr. with processional, head table seating
- ❖ Manage & coordinate reserved seating for families of the Province Leadership, Awardees, and special guests
- ❖ Coordinate with Local chapters for Volunteer Task force (Logistics Mgr.)
- ❖ Attend meeting with Security Manager and Hotel(s) security



## Roles & Responsibilities: Logistics

A  
Province  
Guide

- ❖ OST liaison to the Province Meeting Planner manage communication to the Province Leadership relative to all events, room locations (meeting rooms, green rooms, reception/banquet locations, transportation location, etc.), all event times, attendee list, etc.
- ❖ OST liaison to the other team members to execute the directives and needs from Province Planning Team. (**\*Operations**)
- ❖ Manage the placement of program items such as Founder's pictures, VIP sections, tent cards for all reserved seating (dais, banquets, etc.)
- ❖ Assist in determining the best routing of Province Leadership and VIP guests to all events and activities (**\*Security**)
- ❖ Participate in update meetings with the Province Planning Chairman/Local Chair and Province designee (**Operations**)
- ❖ OST liaison to assist Province Meeting Planner with hotel/staff for any requirements such as stanchions, signage stands, reserved stands, etc.
- ❖ Floor manage the Public Meeting Closed Banquet; Manage time for all programs & communicate to the Planning Team & MC
- ❖ Manage event participants from the Green Room to & from their designated seats and/or locations (**\*Security, Stage**)
- ❖ Conduct the local chapter volunteer meeting to establish needs, numbers, time lines, etc. (**\*Operations, Security**)
- ❖ OST liaison to Province Undergraduates to ensure JPVP and UG Board are informed of activities, times, and locations.
- ❖ Manage the entire process for the UG's during the Tribute to the Founder's Candle Ceremony
- ❖ Attend meeting with Security Manager and Hotel(s) security (**\*Operations, Security**)
- \* Designate OST collaborative efforts



## Roles & Responsibilities: Stage

A  
Province  
Guide

- ❖ Acquires Banquet/Meeting room stage diagram
- ❖ Conducts pre-event walkthrough with Meeting Planner, OST & appropriate 3<sup>rd</sup> party stage personnel
- ❖ Confirm head table expected count compared with actual capacity of host hotel ballroom with Province Meeting Planner
- ❖ Acquires & confirms final head table seating chart in compliance with current Protocol Manual (upper/lower tier)
- ❖ Prepare and execute placement of tent cards working in conjunction with OST Logistics Manager
- ❖ Coordinate entrance and any special needs for processional with Green Room OST Operations Manager. (Including pre-seating, scooter and/or wheelchair requirements)
- ❖ Confirm and communicate processional order with Master of Ceremonies and Call to Order procedures.
- ❖ Ensure the placement of the tent cards, scripts, programs, oaths, and any other required information in all events (**\*Stage**)
- ❖ Ensure & place hardcopies at all events to include Event Program, Oath of Rededication, scripts on head table, dais, and stage
- ❖ Work with banquet staff to place black-draped empty chair (Stage Right) of the podium
- ❖ Ensure all presenters/speakers are familiar with stage award plaques, scripts, and placement of gifts
- ❖ Coordinate with OST Logistics & Operations regarding the best staging & placement of candles and Founders Portraits
- ❖ Coordinate with OST Production and/or hotel technical staff the event-specific microphone requirements & placement
- ❖ Coordinate & Confirm run-of-show (ROS) logistics & seating arrangements with all awardees



## Roles & Responsibilities: Security

A  
Province  
Guide

- ❖ Identify point of contact (POC) for Security of all host hotels; work collectively to establish a published evacuation plan
  - ❖ Conduct a Hotel Security Policy & Procedures check. Conduct a walk through meeting with each hotel, Convention Center (CC) or facility POC (**\*Operations, Logistics**)
  - ❖ Communicate and deliver each hotel evacuation plan, convention center evacuation plan, and Active Shooter protocol to Province designee to be included in all presentations for Board of Directors Meeting, Public Meeting; and Closed Banquet. (Emphasize placed on communication at the START of each event)
  - ❖ Interact with host chapter Security POC for synergy of security needs for all events
  - ❖ Establish volunteer team members, needs, and time lines
  - ❖ Monitor crowd control, verify entrance requirements and dress protocol, address any security needs for Board Meeting, Public Meeting, and Closed Banquet (*Ref. A-2*)
  - ❖ Coordinate the best routing of Province Leadership and VIP guests to all events and activities (**\*Operations, Logistics**)
  - ❖ OST liaison to Province Designee of approved vendors for security needs (location specific needs, overnight storage, etc.)
  - ❖ Participate in daily update meetings with Province Meeting Planner/Local Chair, and Province designee
  - ❖ Participate and assist as a team member of OST collaborative efforts
- \* Designates OST collaborative efforts (“All Hands on Decks”)



## Roles & Responsibilities: Production

A  
Province  
Guide

- ❖ Coordinate all production-related activities during the Province Council by serving as liaison between Production vendor and hotel/ Convention Center production management (Province Designee, Keeper of Records (KOR) and Assistant KOR
- ❖ Oversee all Audio-Visual technical activities, including presentations, holding slides, videos for all presenters at all sessions
- ❖ Participate and assist as a team member of OST collaborative efforts
- ❖ OST liaison for the Province for all audio and video productions shown during any event during Province Council
- ❖ Coordinate with Province Meeting Planner, Local Chair, and Province KOR and the Assistant KOR on due dates for all presentations
- ❖ Coordinate with Province Meeting Planner, Local Chair, and Province KOR & Assistant KOR on formatting of all presentations
- ❖ Conduct a daily review with Province Meeting Planner, Local Chair, and Province designee to discuss run of show
- ❖ Communicate in real time with Province Meeting Planner and Local Chair to make on the spot changes to the run of show during each event
- ❖ Coordinate with Production Company as it relates to run of show for each event during the Province Council
- ❖ Two weeks prior to Province Council, review all presentations for content and proper formatting
- ❖ Establish a dedicated time and on-site location to review each final presentation (24 hours prior if possible) with the presenter(s)
- ❖ Conduct a document review with OST to ensure we have all Province documents needed during the events (Security briefings, National anthem, Negro anthem, Divine nine tribute (songs and each coat of arms), Founders pictures, oath of rededication, etc...)
- ❖ Participate in daily meetings with other OST managers and Province Designees



## OST Misc. Responsibilities

A  
Province  
Guide

- Kappa Choir Rehearsal (check room and ensure keyboard is there)
- Provide event credentials to the Leadership, VIPs, and Sponsors
- Set-up stage for Public meeting (Awards, programs, and ensure bios are prepared for reading)
- Meet with Color Guard to ensure they Present the Colors (not post the Colors)
- Place gifts, bags, etc. for VIP guest (Council of Presidents) and other program participants
- Assist Province Photographer with spacing, location, and staging of official photos



# References

A  
Province  
Guide

## **Kappa Alpha Psi Fraternity Inc. Protocol & Etiquette Manual, 2018 Edition**

- A-1 – *Closed Banquet: Pages 25-26*
- A-2 – *Pages 9-11*
  - Item 3 National Dignitaries at the Public*
- A-3 – Appendix A: National Event Head Table
  - Appendix B: National Event Processional
- A-4 – Appendix: E Order of Candle Lighting
  - Appendix: F1-F7 Tribute to the Founders Ceremony



# APPENDIX C

## LOCAL PLANNING PLAYBOOK





---

---

## LOCAL CHAPTER PLANNING CHECKLIST:

Given the many unknowns that may or may not be resolved before certain Kappa events are scheduled, everything presented here is subject to change. In general, we can assume that Social Distancing will be the norm for the next several months. This will create significant obstacles regarding how we set up events.

---

---

---

### 1. LOCAL CHAPTER MEETING OR EVENT

---

#### CHAPTER MEETING

- Can you have a meeting, what is the State, Local, and CDC Guidance?
- What Phase (1, 2, 3) is your state currently in?
- How many can gather in one place (room)?
- Communications to the Brothers
- Notify Brothers the requirements for attending the meeting
  - If they feel sick, STAY HOME!**
  - Adhere to the dress code in accordance with the Rituals
- Have you ordered disposable face covering for the Chapter?
- Have you ordered bottles of Sanitizer for placement around the meeting?
- Have you ordered rubber gloves for membership?
- Develop plan for Social Spacing for Board (Polemarch, Vice Polemarch, KOR, KOE).
- Develop plan for Social Spacing for membership.
- When singing the hymn continue to wear face covering.
- Consider Temperature checks for all meeting attendees (optional).
- Develop a cleaning policy
- Sanitize all rituals before and after the meeting!
- Develop strict rules for food and beverages at the meeting!
- No handshaking, bump elbows, nod, or wave to acknowledge Brothers

#### LOCAL EVENTS

- Status of current existing contracts.
- What are your meeting space requirements?
  - What are your space requirements for meetings, receptions, dinners?
  - How many sub-groups (Silhouettes, Guide Right, Senior Kappa's) need space?

- What to know before you sign the contract!
  - Does the contract have a specific pandemic “escape clauses”?
  - Does the contract allow for adjustments for minimum Food & Beverage (FB) based off social distancing protocols?
  - What are the hotel’s protocols for social distancing, venue, and room capacities? Request a copy
  - What is venue cleaning policy?  Review prior to signing the contract
  - What is the hotel’s protocol for meals?
  - What other groups are occupying space during the same period?
  - What is the protocol for elevators and restrooms?
  - What are the maximum number of guests that they allow in the hotel/venue? Per event? Per room? Per restaurant? etc.
  - Will they require masks to enter the hotel? In common areas? etc.

What is their recommendation and/or requirements to limit the number of large groups entering a large room/venue?

---

## 2. CONDUCTING A SITE VISIT OF THE VENUE

---

- Arrange the site visit when your entire team can attend.
- Ensure you meet with the sales team, catering manager, registration manager, and security manager.
- Try to tour each meeting space if possible.
- Ask for a copy of the hotel meeting space layout, and regress plan.
- Ask for all updates for hotel’s protocols for social distancing, venue, and room capacities.
- Confirm the date that any addendums must be submitted to finalize the contract.

---

## 3. COMMUNICATIONS TO THE BROTHERS

---

- Communicate to Brothers that they need to register early because the event has a limit to capacity due social distancing (early bird registrations if possible, to assist with Food and Beverage, etc.).
  - No onsite registration
  - Plan for social delegates
- Provide membership with updates on event and hotel safety.
- Explain the Protocol order of leadership, due to social distancing there may be a limit to program participants.

- Establish Frequently asked question for all events (to emphasize safety of the event).

#### 4. **VENUE'S & CHAPTER MEETING SAFETY PROTOCOL EXECUTION PLAN**

---

- Operations and Logistics.**

- How do we handle auxiliary groups? Silhouettes, Kappa League, D9 groups?
- Implement the hotel policy regarding social distancing, limiting of gatherings, health check testing?
- For a Chapter event, has a policy been developed for crowd control; entrance requirements; venue security per State/Local & CDC orders/guidance?
- Develop a plan for registrations and check-in.
- Larger Green room (holding area for VIPs,) to allow for social distancing.
- We must be cognizant of each facility's requirements & regulations about the service staff. Have they been tested? What changes to food service guidelines are in place & how do they impact our event timing and other factors? When & How do they bus tables?
- Daily verification of the hotel's safety and frequency of cleanliness of rooms, conference rooms, restaurants, etc.
- Check meeting space daily and after each meeting.
- Daily check with Catering and support staff.

- Staging**

- Apply social distancing metric of a minimum of 6 feet of separation, this will significantly decrease the number of Head Table/DIAS participants. The actual numbers will be determined by the room size & stage.
- Security (Compliance Director for Province / Chapters)
  - Has a Security communication plan been developed to communicated to the brothers, and guest at Local Chapter events (Meeting, Luncheon, Black/White, Kappa League/Guide Right Sessions, etc.)?
  - For any event, establish a protocol for crowd control; entrance requirements; venue security per State, Local, and Hotel orders/policy?
  - How to you handle social distancing relative to entry into Meetings, Chapter function/parties?



# APPENDIX D

MTA CLUSTER PLAYBOOK



# COVID-19 MTA CLUSTER PLAN

## In Person/Hybrid Meetings or Activities

- ❖ Chapters will submit their planning Documents via Kappaorg prior to starting their program
- ❖ Get approval from University (UG) then the **Province Polemarch will Certify Chapters for Intake**
- ❖ Follow **CDC, Local, State, College and University Guidelines**
- ❖ Secure venues large enough to Utilize Social distancing
- ❖ Local Chapter will create a **COVID-19 Compliance Committee**. A member of the Committee should be at each meeting/event to insure compliance.
- ❖ Brothers to Clean up meeting area before all meetings
- ❖ Check temperatures on arrival (Brothers & Candidates)
  - ❖ Keep a log documenting names & temperatures and check into Kappaorg.(Personal Devices )
- ❖ Use masks and gloves
- ❖ Answer Covid-19 Questions & Sign Covid-19 indemnification waiver in Kappaorg.
- ❖ Utilize Social Distancing and tools/methods to enforce

## Implementation

- ❖ **Enforcement** – All Chapters must be MTA Certified
- ❖ Chapter certification to be conducted by Province Coordinators.
- ❖ List of All Chapters Certified to have Intake posted on IHQ website
- ❖ Virtual training for chapters will include Certification and national weekly webinars (Trainings should include collegiate presenters)
- ❖ Virtual/Conference calls on a Province Level by Coordinators (Trainings should include collegiate presenters)
- ❖ Correspondence in Kappaorg.com from IHQ on the most up to date information
- ❖ Updates on documents in Kappaorg.com to reflect COVID-19 recommendations (ex. Indemnification Agreement, application, questionnaire)

## PROPOSED MTA (COVID-19)

- Pre-Intake
  - College/University Approval
  - Fraternity Approval
- Formal Professional Information Meeting (Virtual Option)
- Administrative Meeting (Virtual Option)
- Police/University Meetings (Virtual Option)
- Overview: Membership Training Academy (MTA) program
  - Interviews (Virtual Option)
  - Kappa Kore (6) (Virtual option 2 Per Kappa Core lesson)
  - Academic Meetings(Chapter History) (Virtual Option)
  - Cluster Weekend (COVID-19 Plan) (In Person)
- Post Initiation Requirements
  - Campus Announcements
  - Police/University Post Initiation Meeting (Virtual Option)
  - New Membership Training Meetings (4) (Virtual Option)





## Membership Training Academy (MTA)



COVID-19 Province  
MTA Cluster Process

*This plan is based on government stay at home and assembly rules being lifted. Dates subject to change.*

Virtual | TBD | Zoom Conference Call

- Province Polemarch and Province MTA Committee will lay out the agenda for the regional Clusters. Candidates will take MTA Test remotely after Instructions and Question and Answer session

Time (flexible)	Action
8:00pm	Welcome
8:15pm	Roll Call and Checklist
8:30pm	Q and A
9:00pm	Test/Dismissal



## Membership Training Academy (MTA)



### COVID-19 MTA Cluster Process

*This plan is based on government stay at home and assembly rules being lifted. Dates subject to change.*

In Person | Date | Cluster

**Only** one representative per chapter will be allowed on site. All brothers & candidates will be checked in. Candidates will be escorted to their assigned 6\*10 ft. box (*Check-in for all consist of pre-temp, masking, handwashing and gloving. Once in box, candidates must remain at that location unless released*). **Anyone with a temperature above 100.4 will NOT be permitted and will be deferred to next MTA class.**

Time	Action
10:00am	Welcome
10:30am	Ceremony
11:30am	Final Words
12:00pm	Dismissal



# APPENDIX E

NATIONAL GUIDE RIGHT PLAYBOOK



# National Guide Right Plan



- ❖ **In Today's Social Injustice Environment Our Youth Need Our Support & Mentoring More Than Ever!**
- ❖ **In February 2020 Survey of NGR Students 0.84% of students felt depressed in July 2020 Survey 11% felt depressed**
- ❖ All Guide Right Activities will be Virtual for the rest of 2020 Calendar Year
- ❖ To Be Reviewed for 2021



# National Guide Right Plan



- ❖ When We Do Go to In-person meeting option
- ❖ Local Chapter will have the Option for Meetings:
  - ❖ Utilize **Virtual Meetings**
  - ❖ **Meet in Person** (based on CDC, local and state guidelines)
  - ❖ **Hybrid** (Virtual & In person) Meetings (based on CDC, local and state guidelines)
- ❖ NGR will provide virtual training on Proper Covid-19 Protocols
- ❖ NGR will continue with monthly and or quarterly national virtual meetings
- ❖ Review Covid-19 statistics and adjust strategy as needed on a weekly basis
- ❖ **Biggest Concern is that of Enforcement with the Local Chapters**



# In Person/Hybrid Meetings or Activities



- ❖ Chapters will submit their plans & documentation via the NGR Online Certification system prior to starting their program
- ❖ Get approval from **NGR Committee**, Chapter Polemarch, Chapter KOR & **Province Polemarch** utilizing the NGR Online Certification system
- ❖ Follow CDC, Local & State Guidelines
- ❖ Brothers to Clean up meeting area before the meeting
- ❖ Check temperatures on arrival (students & adults)
  - ❖ Keep a log documenting names & temperatures
- ❖ Use masks
- ❖ Use gloves (optional)
- ❖ Utilize Social Distancing
- ❖ Follow 10 to 1 ratio or less – students to Brothers



# Implementation



- ❖ **Enforcement** – All Chapters with a Guide Right/Kappa League Program Must Be Approved via the NGR Online Certification system
- ❖ List of All Chapters Certified to have a Guide Right/Kappa League program posted on IHQ website
- ❖ Provide by Province periodic status reports to IHQ (Brother Hankins) & Province Polemarchs



# Our 7000 Students



- ❖ **From a Parent Email:** How can I get help with re-motivating son about Kappa League since this this transition to virtual meetings? My son enjoys the program when he is involved or is physically present at meetings, but now since he has meetings online it's hard to ensure he's up and engaging, since I'm working more in the office and at home. I need your help with this, he and I know this is an exceptional and beneficial program, but I need him more involved.
- ❖ **What Students like about Guide Right (from survey of students)**
  - ❖ I liked how everyone was together and helping each other
  - ❖ Making friends and learning to share my experiences with other Kappa Leaguers.
  - ❖ I love helping people especially the community service.
  - ❖ Meeting different kappa leaguers and learning about being a leader.
  - ❖ Exposure to new experiences and leadership skills
  - ❖ To become a better person in my life.
  - ❖ College Visits





# Our Students – 156 Chapters



## ❖ What Concerns You About Your Future (from survey of students)

- ❖ That I won't make it into college
- ❖ That I won't succeed.
- ❖ Just not knowing what I want to do.
- ❖ Not being able to achieve my goals and being labeled as a black man that has nothing going for himself
- ❖ Taking the Sat
- ❖ Not being able to pay for college
- ❖ Getting accepted into college and being able to get a job after college
- ❖ Being stereotyped and not being able to truly show what I can do
- ❖ That because of my race it could unfortunately end sooner than I want it to
- ❖ Racial profiling & stereotypes
- ❖ If I will mess up and end up in jail or have a record
- ❖ Whether I'll be alive or not



# Conclave & Province Council GR Programs



- ❖ Pre-Vaccine GR programs (Student of The Year, Awards, etc) will be conducted virtually



# Planned NGR Virtual Programs for the 2020-21 School Year



- ❖ National Kappa League Institute Programs
  - ❖ NKL Monthly/Quarterly Virtual Sessions
  - ❖ NKL Advanced Virtual Leadership Program
  - ❖ NKL PODcast/Social Media Program
  - ❖ NKL College Prep Program
  - ❖ NKL Virtual College Tours
  - ❖ NKL Virtual College Conversations
  - ❖ NKL Board
  - ❖ NGR Virtual Mentor Training

# Summary

- ❖ The Young Men in Our Programs Need Our Support!
- ❖ Implement & Enforce Guide Right Certification





# YOUTH PROGRAMS AND CAMPS DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist directors or administrators in making (re)opening decisions regarding youth programs and camps during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

### Should you consider opening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Are you ready to protect children and employees at **higher risk** for severe illness?
- ✓ Are you able to screen children and employees upon arrival for symptoms and history of exposure?

ANY NO



ALL YES

### Are recommended health and safety actions in place?

- ✓ Promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, as feasible
- ✓ Intensify cleaning, disinfection, and ventilation of facilities and transport vehicles/buses
- ✓ Encourage social distancing, through increased spacing, small groups, and limited mixing between groups, and staggered scheduling, arrival, and drop off, if feasible
- ✓ Where feasible, adjust activities and procedures to limit sharing of items such as toys, belongings, supplies, and equipment
- ✓ Train all employees on health and safety protocols

ANY NO



ALL YES

### Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for signs and symptoms in children and employees daily upon arrival, as feasible
- ✓ If feasible, implement enhanced screening for children and employees who have recently been present in areas of high transmission, including temperature checks and symptom monitoring
- ✓ Encourage anyone who is sick to stay home
- ✓ Plan for if children or employees get sick
- ✓ Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures
- ✓ Monitor child and employee absences and have a pool of trained substitutes, and flexible leave policies and practices
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

ANY NO



ALL YES



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



# APPENDIX F

IHQ SAFE OPERATION PLAN



The Grand Chapter  
**Kappa Alpha Psi Fraternity, Inc.**  
 TRAINING FOR LEADERSHIP SINCE 1911

## IHQ SAFE OPERATION PLAN

### IHQ OPERATIONS & TECHNICAL INFRASTRUCTURE

F Facilities	S Staff	O Operations	T Technology	I Infrastructure
<ul style="list-style-type: none"> <li>• <b>Item 1:</b> PPE</li> <li>• <b>Item 2:</b> Cleaning</li> <li>• <b>Item 3:</b> Sanitizing Stations</li> <li>• <b>Item 4 :</b> Signage</li> <li>• <b>Item 5:</b> Ventilation</li> <li>• <b>Item 6 :</b> Visitors</li> <li>• <b>Item 7:</b> Mail &amp; Package Handling</li> <li>• <b>Item 8</b> Shipping</li> <li>• <b>Item 9:</b> IHQ Apartments</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Item 1 :</b> Health Monitoring</li> <li>• <b>Item 2:</b> Training</li> <li>• <b>Item 3:</b> Sick Leave</li> <li>• <b>Item 4 :</b> Backup &amp; Cross Training</li> <li>• <b>Item 5 :</b> Other</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Item 1:</b> Workflow</li> <li>• <b>Item 2:</b> Roatating staff to work in office</li> <li>• <b>Item 3:</b> Remote Consideration</li> <li>• <b>Item 4 :</b> Mail and Packages</li> <li>• <b>Item 5:</b> Remote Check Deposits</li> <li>• <b>Item 6 :</b> CDC/Local Health Official Notices</li> <li>• <b>Item 7:</b> Supervision/Internal Controls</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Item 1:</b> Software Licenses For Remote Access</li> <li>• <b>Item 2:</b> Cost Analysis To Provide Laptops And Other Peripherals</li> <li>• <b>Item 3:</b> Research Front Door Intrcom Video</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Item 1:</b> Check Out VPN Solutions With Cisco</li> <li>• <b>Item 2:</b> Establish Remote Access To Network Server</li> <li>• <b>Item 3:</b> Determine Administrator Of Network Folders And Files</li> <li>• <b>Item 4 :</b> Staff Home Office Capabilities</li> </ul>



We have identified these items that will help re-open International Headquarters, and assisit ongoing business post Covid-19.