

KKFI COVID POLICY

MAY 25, 2021



The KKFI Emergency Council has updated our COVID-19 policy. Please confirm that you have read and agree to follow this updated policy by either following [this link](#) or replying to manager@kkfi.org.

KKFI's top priority during the Coronavirus pandemic is to maintain a clean and safe environment in the face of a virus that continues to evolve and put people at risk. **It is everyone's responsibility to keep KKFI healthy and safe.** We expect everyone to adhere to this policy. That said, any person who enters the station does so at their own risk.

COVID vaccines are now available to all adults. In an effort to keep yourself, your family and our colleagues safe and well, we urge you to get the vaccine. If you need more information, reach out to your doctor or your local health department for the facts.

Early research shows that 15 to 80 percent of people who are immunocompromised are generating few antibodies after receiving coronavirus vaccines. Therefore, the precautions we take are to lower the risk for the unvaccinated and those who have been vaccinated but whose underlying conditions are preventing their bodies from generating enough antibodies to keep them safe. Such conditions can include certain blood cancers and diabetes. It may also be caused by certain medicines or treatments, such as anticancer drugs, radiation therapy.

1. MASKS AND SOCIAL DISTANCING

This simple rubric will display the different rules in place for vaccinated and unvaccinated people. Non-vaccinated people essentially must continue to follow the rules that have been in place since COVID began; vaccinated people may now go without masks in most situations.

	You are vaccinated	You are not vaccinated
Situation:		
You are alone in the studio	Vaccinated people need no mask	Non-vaccinated people must wear a mask
You are the only one in the station	Vaccinated people need no mask	Non-vaccinated people must wear a mask
Two or more people are meeting at KKFI (not in common areas) and all are vaccinated	Vaccinated people need no mask	--
In groups where there is a mixture of vaccinated and non-vaccinated or it is unknown	Everyone wears a mask	Everyone wears a mask
In common areas or in big gatherings	Everyone wears a mask	Everyone wears a mask

KKFI staff get to make the decision around behavior inside their own offices. If they want you to wear a mask or socially distance, you need to do so. Out of respect for our staff, please ask them about their masking preferences.

In one-on-one meetings, everyone will defer to the comfort level of the more cautious person. It is okay to say, "I want you to wear a mask."

KKFI limits the maximum number who can be in the station at one time to 15 people.

IF YOU ARE REQUIRED TO WEAR A MASK (per the above chart):

- Wearing a mask means that the mask covers your nose AND mouth at all times.
- A face shield may be worn *in addition to* a mask. A face shield is not a substitute for a mask.
- "At all times" includes while you are on-the-air.
- Neck gaiters and bandanas are unacceptable. We have a ready supply of masks at the station.

2. KKFI IS NO LONGER CLOSED TO NON-ESSENTIAL PERSONNEL

Front desk volunteers who are fully vaccinated are allowed in KKFI but will need to wear masks since the front desk is a common area.

Vaccinated Guests who are not registered KKFI Volunteers ("registered" = completed a [KKFI Volunteer Application](#)) must wear masks and must complete the Guest Instructions form.

Reminder: Regardless of vaccination status, every single guest must fill out a [Guest Instructions Form](#). The Guest Instructions Form is in the Contact Menu of our website but also linked above.

In-Person Training is allowed: one trainer and up to 3 trainees at a time. Trainers and trainees must follow the rules in the Mask Rubric set forth earlier in this document.

3. EXPOSURE TO COVID OR TESTING POSITIVE FOR COVID

Effective immediately, and until we inform you otherwise:

- People who test positive for COVID-19 will be allowed to enter the station only after a) an isolation period of 10 days from the date of their positive test, and b) are free from all symptoms.
- Live-in partners/spouses of people with positive COVID tests will be allowed to enter the station only after a) a quarantine period of 14 days from the date of their partner's positive test, and b) are free from all symptoms. We highly encourage you to test for COVID in symptoms arise or 7-9 days after your partners positive test even if you do not have symptoms.
- If you are not yet fully vaccinated (2 weeks post 2nd dose of Pfizer or Moderna vaccine or 2 weeks post Johnson & Johnson vaccine): In the event that you, as a programmer, come into contact with someone at the station who tested positive, we highly recommend that you quarantine at home for 10 days. Should you choose to get a COVID test, we recommend doing so if you have symptoms or 7-9 days after exposure to a positive case if you do not have symptoms. If your test is positive, you must isolate at home for a full 10 days and have minimal symptoms before returning to the station. If negative, we recommend you finish the 10-day quarantine by working from home.
- If you are fully vaccinated (2 weeks post 2nd dose of Pfizer or Moderna vaccine or 2 weeks post Johnson and Johnson vaccine): In the event that you come in contact with someone who tested positive, you do not need to quarantine. If you develop symptoms of respiratory illness, fever, GI

distress or other illness, we recommend you test for COVID and remain at home until results are confirmed.

- Finally, KKFI encourages all of its community to exercise high levels of caution to ensure the continued safety of all KKFI's people: If you are not vaccinated and have exposed yourself to high-risk situations we encourage you to observe a 10-day quarantine from the station.

COVID can live in the air for up to 72 hours, so if you didn't come into contact with the COVID-positive person but were in the station within 72 hours after them, we recommend you self-monitor for symptoms and consider reducing your visits to the station for several days.

It is also noted that infectious particles tend to aerosolize with singing or shouting, which causes them to be airborne, whereas normal talking has low risk of spreading infectious particles through the air. For the foreseeable future, music programmers should refrain from having in-studio guests sing, in order to minimize the risk to those who are not vaccinated or who are immune-compromised.

KKFI will make every effort to ensure that all potentially impacted people are notified immediately.

4. IN THE EVENT OF A COVID SCARE: COMMUNICATION BETWEEN YOU AND KKFI

It is your duty to communicate information to us so that we can inform others of their potential risk.

If you:

- Have COVID symptoms;
- Have taken a COVID test and are awaiting results;
- Have been exposed to someone with COVID; or
- Have a positive COVID test result

You are requested to communicate the following information to the Station Manager at manager@kkfi.org or, if internet is not available, by calling/texting 913-206-1452:

- a. The date you began having symptoms
- b. The date you were exposed to someone who is COVID-positive, if known
- c. Any dates and approximate times you were at the station since a. and/or b.
- d. A list of persons in the station that you were in close contact with (within 6 feet for 15 minutes or more) and people that you saw in the station.
- e. Shows and/or other conflicts to station business that will be impacted by the 10-day quarantine.

FYI for Programmers: The Station Manager will inform the Chief Operator and/or Programming Committee Chair and they will follow up with you to see if you need assistance covering your radio shifts.

If you are too ill to provide the above information, KKFI requests that you identify a person within your immediate community to do so on your behalf.

5. PROGRAMMERS:

We expect programmers to be courteous and help protect each other during this time of COVID. As per agreement by the Programming Committee, when transitioning between programs, programmers at the end of their programs should allow a minimum 5 to 7 minutes of music or pre-recorded announcements to end a show so that the incoming programmer has time to wipe down the equipment and get situated unless the programmers that change shifts work out a mutually workable and safe plan. Violations will be considered Code of Conduct violations and are subject to discipline.

Here are reminders for your on-air activity:

If you are required to wear a mask per the chart in #1 above:

Increase the volume fader for the mic channel to compensate for any decrease in voice volume from wearing a mask

Make sure you are speaking directly into and in close proximity to the microphone

Pay close attention to your enunciation

Closely monitor the VU meter, as always

Listen to your show on <https://archive.kkfi.org> to review how your voice sounded during your show, and note any necessary adjustments that might need to be made to mic volume or for your next show

Wipe the microphones lightly with the provided disinfectant wipes before and after using the mics

6. CLEANING

The station, including work spaces should be cleaned/wiped down at the end of each day.

Wipe down the areas where you were present, including the microphones, with the provided cleaning materials. This includes use of the bathroom adjoining the Green Room.

Wipes are available throughout the station.

<p>Thank you in advance for your compliance. We know that these are trying times. A safe KKFI for everyone means that we can continue to fulfill our Mission in the face of this global threat to our individual and collective health.</p>
