KKFI COVID-19 Policy
(Updated Feb. 9, 2021 by the KKFI Emergency Council)

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.

**Effective immediately, and until we inform you otherwise:**

1. People who test positive for COVID-19 will be allowed to enter the station only after a) a quarantine period of 14 days from the date of their positive test, and b) are free from all symptoms. We highly encourage you to provide negative test results to the Station Manager at manager@kkfi.org;

2. 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 positive test, and b) are free from all symptoms. We highly encourage you to provide negative test results to the Station Manager at manager@kkfi.org;

3. In the event that you, as a programmer, come into contact with someone at the station who tested positive, we recommend that you refrain from coming into the station for 14 days. Should you choose to get a COVID test, the separation from the station may conclude if and when you receive a negative test result, even if it is before the 14-day period is completed.

   - 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.

   - KKFI will make every effort to ensure that all potentially impacted people are notified immediately. We are also increasing our cleaning protocols at the station.

4. **KKFI will be closed to all non-essential personnel**

**Who is essential?**

KKFI staff and volunteers who need to be present to oversee functioning of the station: the Chief Operator, Manager, Bookkeeper, Board Members who have to sign checks or do other critical work, Day Managers when they are on duty, programmers when they are hosting a show.

**Who is not essential?**

Programmers when they are not hosting a show, show guests, Day Managers when they are not on duty, any other person that does not fit into the above “essential” category.

   - If this affects a show you have planned that is scheduled within 24 hours of receiving this email, please reach out to the Chief Operator for assistance.

   - The Chief Operator and Programming Committee Chair stand ready to assist programmers finding backup coverage or pre-recorded content to cover gaps.

   - Note: Programmers are expected to collaborate with the above people to find backup coverage unless the Programmer is too ill with COVID. The responsibility is shared.
Is training new Programmers essential? See item #7

Wait...can I still use the internet at KKFI?

Any essential personnel may come to the station either one hour before or after their slated time to use the internet. Use of the internet must take place in the conference room. Internet access is not granted outside of these guidelines.

5. **Masks must be worn at all times inside the Station. No exceptions.**
   - 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.
   - We have a ready supply of masks at the station.
   - Refusal to wear a mask in the office, even if you are alone, puts the other people in our KKFI family at risk. If you refuse to wear a mask and contribute to the safety of everyone at KKFI, you will be refused entrance to the station for 7 days.

6. When in the station, please clean up after yourself.
   - 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.
   - Please observe any and all additional cleaning/health protocols that we incorporate moving forward.

7. **STATION AND STUDIO CAPACITY**
   The City of Kansas City, Mo. and Jackson County, Mo. have restricted indoor gatherings to a maximum of 10 people, and this rule applies to our station. While there may be a maximum of 10 people in the station itself, the following criteria applies specifically to the KKFI studios (the on-air studio, the adjacent studio B, the production studio, and the soon-to-be-finished additional studio):

   - No more than two show personnel can be in the on-air studio during a show.
   - If a third show person is absolutely required, they should inform the Chief Operator in advance. Only after receiving permission from the Chief Operator, the third person may utilize the microphone in Studio B and remain isolated from the on-air studio at all times. The person who has made the request to the Chief Operator is responsible for communicating and coordinating across their program team.
   - Programmers-in-training are allowed in the studios as long as the total number of personnel meets the criteria in the 2 preceding bullets.
   - All in-person guests remain prohibited.

We also remind you to observe CDC-endorsed Social Distancing protocols, maintaining a minimum distance of 6 feet from others while within the KKFI premises.

8. **IN THE EVENT OF A COVID SCARE: COMMUNICATION BETWEEN YOU AND KKFI**
   If you are testing for COVID, 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 14-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.

People who are waiting for COVID test results are asked to adhere to items 1 -3 at the beginning of this policy and not enter the station until they receive a negative test result.

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.

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 have exposed yourself to high-risk situations (e.g. prolonged periods of time in groups of 10 or more, air travel, etc.) we encourage you to observe a 14-day quarantine from the station.

9. 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:
● Wear a comfortable mask
● 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
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.

Respectfully,
The KKFI Emergency Council

Lesley Pories, Board President
Catina Taylor, Board First Vice President
Darnell Hunt, Board Second Vice President
Fiona Nowling, Board Secretary
Greg Swartz, Board Treasurer
LaDonna Sanders, Programming Committee Chair
Chad Brothers, Chief Operator
Mike Lytle, Station Manager
Bill Sundahl, Development Director
Una Nowling, Board Member, former Board President