



Zeta Phi Beta Sorority, Incorporated

Valerie Hollingsworth Baker
International President

UPDATE

March 20, 2020

Sorors and Amicae,

I continue to pray that you and your families are well during these uncertain times. Your leadership team is monitoring the coronavirus (COVID-19) situation closely and will always listen carefully to the questions and concerns we receive from our members. Please stay safe and review the updates issued via ZNN and the communication protocol.

As promised, I am sharing the status of the plan of action designed to ensure your safety at our upcoming Boule/Centennial Celebration. The plan is based on information from the Centers for Disease Control (CDC) and other partners. This report is based on what we know today, and we stand ready to provide updates as the situation evolves. Should you have any questions after reviewing this weekly update, please continue to use the dedicated email address - riskteam@zphib2020.com. We thank you for all your questions and comments thus far!

News from Washington, DC.

The planning team is in constant contact with the Convention Center, host hotels and all Boule event venues. **The information reflected in my update issued on the morning of March 20 was based on the statement from DC dated March 17. A new update was issued late this afternoon and includes a statement from the Mayor banning mass gatherings through April 25, 2020. The full statement is available at: <https://coronavirus.dc.gov/release/mayor-bowser-extends-modified-district-operating-status-and-prohibition-mass-gatherings>**

We've also learned that the Howard University campus is closed through April 6th. University leadership will provide an update regarding the reopening of the campus by March 25th.

Your Team at Work

I have commissioned a team of experts that will oversee and implement risk management strategies to protect our members, operations and finances. The group, which includes Zeta's Risk Management team, Legal Counsel, Emergency Response Team Director, International Treasurer and the Centennial Budget Chair, convenes at least weekly. Activities by this team and other leadership to date include:

- The drafting and issuance of key communications to all stakeholders (including our vendors) regarding International Headquarters (IHQ) operations and the status of Boule planning
- Issuance of detailed directives and instructions for the transaction of business at the chapter and auxiliary level. The National Association of

Parliamentarians (NAP) is an excellent resource for guidance regarding electronic meetings. Please review the most recent NAP publication at:

<https://www.parliamentarians.org/wp-content/uploads/2020/03/CoronaVirus-ElectronicMeetingsNotice-public.pdf>

- Review and implementation of guidance from our insurance broker, the CDC and other key partners
- Implementation of risk strategies to mitigate financial loss and legal exposure
- Approval of the “work from home” plan for IHQ staff to ensure continued but safe service to the sisterhood

Staying the Course – with Caution

At this time, we continue to finalize our plans and expect to move forward with our epic celebration. In the event we need to alter our plans in any way, all registrants and stakeholders will promptly receive a direct, detailed communication. Based on CDC guidance, I am ensuring the implementation of precautionary activities to guide our planning process and ensure onsite safety, including:

- Daily communication with the emergency operations coordinators and planning teams at all venues
- Procurement of COVID-19 prevention supplies that will be available at the Convention Center and host hotels, including the purchase of 10,000 bottles of hand sanitizer for each Boule registrant
- Identification of space that can be used to isolate staff or participants who become ill at the event

As you see, we are taking every precaution. Your health and safety will always be my primary concern. Stay tuned for the next weekly update and all Zeta communications.

Be well,

Grand Val