IMPORTANT INFORMATION BEFORE OPENING FALL 2020

The Office of Sorority and Fraternity Engagement has prepared this document to assist chapters if they decide to open for fall 2020. This document summarizes important guidance from federal, state, and professional resources. Chapters should carefully review these resources before deciding to open.

- Carefully read and consider all CDC/Federal/State/Local guidelines.
  - CDC’s COVID-19 Main Page:
  - CDC’s guidance specific for shared housing:
- Understand the university plans, recommendations, guidance for COVID-19 and a return to campus and the facility
  - University updates are available here:
    - https://web.iastate.edu/safety/updates/covid19
- Understand the national/international organization plans, recommendations, guidance for COVID-19 and a return to campus and the facility.
  - Organization policies are likely to vary based on who owns the home and who the insurance provider is for the organization.
  - Your leadership should be aware of the expectations of your own organization
- Create a contact sheet for all local, campus, regional, and inter/national resources and schedule periodic reviews of these resources for important updates

- Make sure all members are aware of the common symptoms associated with COVID-19, and that they know who to ask for help. CDC symptoms information:
- Establish a COVID-19 response team and establish a protocol for communication to undergraduates, parents, and partners
- COVID-19 Response Team for your chapter should include:
  - Chapter President
  - Alumni
  - House Corporation
  - House Director
  - Parent
- Refer to the SFE Crisis Response Plan. Your chapter may have your own crisis response plan. If so, please update your chapter response plan with contact information from the SFE plan.
 PRIOR TO OPENING

- Make clear to all members the risks associated with COVID-19 and shared living and that an environment free of risk of possible infection cannot be guaranteed.
- Schedule a thorough deep cleaning and/or cleaning company following guidance from the CDC
- Develop a plan for cleaning and disinfecting shared areas (such as exercise room, laundry facilities, shared bathrooms) and frequently touched surfaces using EPA-registered disinfectants more than once a day if possible.
- Arrange and/or move furniture in common spaces to allow for safe physical distance guidelines (at least 6 ft)
- Consider removing lease penalties for residents with compromised immune systems or other health conditions that may no longer wish to reside within the facility
- Consider opportunities to reduce occupancy
  - Do you have alternative rooms in the house that could be converted to bedrooms to provide more spacing?
- Identify doors as "enter only" and "exit only".
  - Example, the house may be entered only via the front door. The house may be exited by side doors and back doors.
  - This will allow for hygiene practices to be centralized to one location
  - In case of emergency, use all entrances and exits.
- Develop a plan to support healthy hygiene
  - Communicate frequently via text/group message about the importance of hygiene and hand washing
  - Post hand washing signs at entrances to common areas, bathrooms, dining areas, etc.
  - Consider increasing hand-washing stations/sanitizers in all public areas. Ensure adequate supplies (soap, paper towels, hand sanitizers, tissues, masks, digital thermometers) are available to support healthy hygiene plans
- Procurement
  - Identify supplies needed as stated above and contact your current vendors
  - Communicate challenges and opportunities to supplies to the Greek Alumni Alliance and Office of Sorority and Fraternity Engagement
  - When possible, the Sorority and Fraternity community should order in bulk to reduce rates.
  - Ask members to bring their own basic first aid with them when they return. Members should procure their own thermometer, masks, and other hygiene products when possible.
  - Review guidance for food service industries

 MEAL SERVICE

- Discuss with your meal service provider their protocol for training staff and understanding new safety/sanitation protocol
  - Will there be health screenings before entering the kitchen?
  - Will there be random testing?
  - Will there be a higher frequency of surface sanitation and handwashing procedures?
- What are ways that you may prepare for alternative food service for the fall semester?
  - Is there staff available to serve/plate the food if you utilize hot and cold lines?
  - Can meals be individually prepackaged with disposable plates and utensils?
  - Is staff available to provide drinks for members as well in order to avoid many members touching the same surfaces?
- What plan of action is being created should there be a shortage of certain products, especially fresh ingredients?
  - How can your meal service provider guarantee healthy and nutritious meals?
- Can your chapter facility accommodate necessary guidance for the food service industry.
  - As of May 18 per the Governor Reynolds, restaurants are not permitted to have tables sat with more than 6 guests and tables must be 6 feet apart and buffets are not permitted.
  - If students need to eat in there rooms or other locations of the house how will you ensure that dishes are returned timely to be cleaned or if using paper products what plans need to be established for trash pickup and recycling?
- Will live-out members be able to join for meals inside the chapter house?
  - Can your chapter provide a curbside meal service for these members?
  - Can your chapter provide a service station outside of the chapter house?
  - Is there potential for deliveries?
- Restrict the number of people allowed in common areas, including kitchen and dining areas so that everyone can stay at least 6 feet apart.
  - For example, can you have a 530pm dinner service and 630pm dinner service?
- Can your meal service provider assist with the purchase on cleaning supplies and sanitizer?
- Do you need to order additional gloves, masks, to go containers, disposable silverware?
- Do you need to eliminate 24 hour kitchens?
  - Can members have a microwave in their personal room?
**MOVE IN**

- Communicate to members before move-in that they should not move in within 14 days of
  - experiencing any symptoms of COVID-19;
  - having a suspected or diagnosed/confirmed case of COVID-19;
  - and/or being exposed to any person who has a suspected or diagnosed/confirmed case of COVID-19.
- Many students will have family members and friends assist with move in.
- Schedule move in times accordingly to limit the number of extra guests inside of the chapter facility to support social distancing guidelines.
  - limit the number of guests permitted inside the facility to help with move-in
    - example: 2 guest per member
  - Stagger move-in times and/or offer sign up times for members.
- It may be necessary to move-in over the course of several days. Think about how you might create a plan for this:
  - Day 1: Executive Board Members
  - Day 2: Cabinet Members (executive board members are in a planning meeting while cabinet members move in)
  - Day 3: Third Floor Residents move in (executive board members and cabinet members are in planning meetings during move-in)
  - Day 4: Second Floor Residents move in
- Place hand sanitizer at all entrances.
- Prop interior doors open during move-in so members and guest do not have to touch handles
- For chapters with an elevator or lift system, the elevator/lift should be limited to single occupancy.

**OTHER CONSIDERATIONS**

- Consider allowing only residents in the chapter facility during the fall semester?
- Consider allowing only members in the chapter facility during the fall semester.
- If you permit guests in the facility, what policies do you need to create?
  - Will guests be allowed in study rooms or only permitted to main floors?
  - Will overnight guests be allowed?
  - Who is responsible for enforcing these restrictions?
- Will masks be required to be worn in the chapter facility? Only in common spaces or everywhere?
- Will alumni be permitted inside the house during tailgate season? What communication do you need to send out now? When do you need to make a final decision?

**ACKNOWLEDGEMENT**

This information was compiled in partnership with colleagues who work with sororities and fraternities from Kansas State University, Ohio State University, Oklahoma State University, Purdue University, and Texas Christian University.

These guidelines are subject to change at any time based on guidance from the City of Ames, Iowa Board of Regents, State of Iowa, or Federal Government.

**QUESTIONS**

Questions can be directed as follows:
- Office of Sorority and Fraternity Engagement
  - Billy Boulden, bboulden@iastate.edu
  - Assistant Dean of Students and Director of Sorority and Fraternity Engagement
- Greek Alumni Alliance
  - Ron Hallenbeck, rjhallenbeck@gmail.com
  - Coordinates weekly alumni conference calls
- Collegiate Panhellenic Council President
  - Ally Richards, cpcpresident@iastate.edu
- Interfraternity Council President
  - Rob Gabalski, ifcpresident@iastate.edu
ACHA HOUSING GUIDELINES

- "Clearly, it is difficult to maintain physical distancing in on-campus housing, and even modified guidelines may be difficult to achieve"
- ACHA recommends the following as it pertains to student housing (to include sorority and fraternity houses):
  - "single resident per room and ideally per bathroom (if possible). This may be feasible only if the college/university has a limited number of students on campus for in-person instruction. When shared bathrooms are used, define the type and frequency of cleaning"
  - "requirement of personal face covering in common areas."
  - "frequent reminders of proper hand hygiene (verbally, posters, videos) with hand sanitizer widely available in common areas and rooms."
  - "Enhanced cleaning in all common areas and high-touch surfaces, consistent with enhanced cleaning practices of other non-residential areas such as academic buildings. Custodial workers should be provided appropriate PPE and training consistent with their duties.
  - "Widely shared/posted information in common areas about COVID-19 prevention."
  - "Training on public health measures and signs/symptoms of COVID-19 for all live-in professionals, graduate hall directors, residence advisers, and others in similar roles."
  - "Restrictions on events and social activities as per current physical distancing guidance. Reconfiguring seating in common areas to ensure proper physical distancing. Establish allowable occupancy and develop plans to monitor and enforce."
  - "Restrictions on building access by non-residents, including outside guests, non-residential staff, and others. These restrictions may not apply to some people, such as personal care attendants for students with disabilities."

ACHA GUIDELINES FOR MEAL SERVICE

- ACHA provides the following guidance for dining:
  - "requiring all dining facility staff to wear face masks and gloves at all times while working and interacting with the public."
  - "Providing custodial services with appropriate PPE for cleaning and disinfecting commons, non-clinical spaces as per CDC guidelines."
  - "Requiring employees to follow infection prevention guidelines including:
    - staying home when ill.
    - practicing physical distancing whenever possible at work
    - practicing proper hand hygiene
    - avoiding touching the eyes, nose, and mouth with unwashed hands
    - cleaning and disinfecting frequently touched surfaces throughout the workday
    - undergoing temperature checks prior to shift
  - "Requiring all customers/diners to wear face masks or coverings while in the facility. Since an individual cannot eat and drink while in a mask, masks should be worn during movement in the facility and can be removed when sitting and dining. This further emphasizes the need for physical distancing of patrons and additional discussions for providing only takeout options during the initial phases of reopening."
  - "Limiting the number of individuals dining in a single facility at one time. The number should be chosen with the goal to achieve appropriate physical distancing of diners. Possible approaches include:
    - Access control: once the target number is reached, patrons are only allowed to enter when another customer leaves.
    - Cohort dining: established during times admitting a specific group of customers/diners.
    - Physically spaced (6-foot) floor markers for waiting lines
    - Appropriate spaced and limited numbers of tables and chairs per table.
    - Eliminating buffet-style self-serve food or beverage stations and replacing with staff-served meal stations.
  - Providing a bagged take-out meal option at every meal. Consider kosher, vegetarian, vegan, and gluten-free options"