



**Phi Kappa Psi Fraternity
COVID-19 Response
House Corporation Resources**

FOREWARD

Each of your chapters will be dealing with specific issues related to the COVID-19 pandemic. This guide has been assembled to provide BEST PRACTICES and GUIDELINES to house corporations and members. The chapter and house corporation should always refer to the CDC guidelines along with city, state and university rules and policies. If the guidelines are different, ALWAYS adhere to the stricter requirements

- Refer to CDC guidelines for overall best practices regarding the disease, symptoms, risks, treatments, etc. The CDC has also issued best practice guidelines concerning social distancing, masks, social settings, dining and more. Please familiarize yourself with these recommendations.
- Your state has likely established rules for individual interaction. Please familiarize yourselves with these recommendations and how they'll affect chapter operations. **Keep in mind that many of these requirements are not voluntary.**
- In many states, guidelines have been established for activities in your local community. Please familiarize yourselves with these requirements and understand how they affect your operations. **Keep in mind that many of these requirements are not voluntary.**
- Lastly, your local college/university has established requirements for school operations. Pay attention to your school's plans for dorm and dining hall operations. These guidelines can transfer to chapter operations and facilities. **Keep in mind that many of these requirements are not voluntary.**

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INTRODUCTION

The purpose of this document is to help educate house corporations and members about best practices regarding COVID-19 and how to prepare for the upcoming academic year. The chapter and house corporation should also abide by university, local, state and federal guidelines. The information provided throughout is an information source and should not be considered as medical or legal advice. If you have questions, they should be directed to healthcare professionals, health agencies or your legal counsel. Note that items marked in **red** throughout the document are items to pay attention to or that your house corporation needs to act on.

WHAT IS COVID-19

Coronavirus (COVID-19) is a respiratory illness that is caused by a virus that can easily spread from person to person.

SYMPTOMS OF COVID-19

Everyone who contracts COVID-19 will not display symptoms. For those who develop symptoms, they can be mild to severe. Symptoms can include but are not limited to:

- Cough
- Shortness of breath or difficulty breathing
- Fever or chills
- Repeated shaking with chills
- Muscle or body aches
- Headache
- Congestion or runny nose
- Sore throat
- Loss of taste or smell
- Nausea or vomiting

EMERGENCY CONTACT INFORMATION

HOUSE CORPORATION CONTACT

The House Corporation should identify one of its members as a COVID-19 contact for undergraduate members. This person will be responsible for addressing any questions or concerns regarding the House Corporation's policies, processes or procedures regarding COVID-19.

DESIGNATED COVID-19 POINT OF CONTACT

- Designate an officer to be responsible for responding to COVID-19 concerns. All members should know who this person is and how to contact them.
- Officers should be aware of state and local rules and guidelines, university guidelines and policies and general Phi Kappa Psi guidelines.

CONTRACTS AND WAIVERS

Holmes Murphy administers our insurance program for both liability and property insurance. You can find their guidance regarding contracts for house corporations [here](#).

MOVE-IN

When it is time for move-in:

- If possible, offer early drop off by appointment for members who can deliver personal belongings to their room and return during move-in week.
- During move-in week, provide set move in dates and times
- Require members to sign up for a move-in time to prevent excessive crowding in common areas and parking lots
- Limit the number of people permitted to assist members with move-in

WHEN STUDENTS RETURN TO CAMPUS

Once back on campus, educate members on when they should self-isolate in their living quarters.

- Actively encourage members who are sick or have recently had a close contact with a person with COVID-19 to stay in their living quarters.
- Members who have recently had a close contact with a person with COVID-19 should also stay in their living quarters and monitor their health.
- Check temperature as an initial screening point. Designate someone to do this.
- Do we require them to fill out a questionnaire (suggested copy in references)?
- Encourage students to take their own temperature. Encourage them to purchase a thermometer to have in their individual room. DO NOT SHARE THERMOMETER
- If you have a temperature, you will not be permitted to move in.

If anyone assisting you with the move has a temperature, they will not be permitted in the facility.

WHAT TO DO IF A RESIDENT IS SICK?

It is important that the House Corporation establish a plan for residents if they inform you that they have been diagnosed with COVID-19. As you are creating your plan, you should ask the following questions:

What are the policies of your University?

Check with your institution to see if they have policies for housing and quarantine of enrolled students who are diagnosed with COVID-19. If they do, your next step should be...

Does the institution provide housing for fraternity students who are sick?

If this option is available, it is likely your best option. Make sure to gather all necessary information needed in order to obtain housing if and when needed.

If they don't offer housing for Greek students, look at the following...

What resources are provided locally?

Some communities have worked with local hotels to provide housing for individuals who are showing symptoms or have been diagnosed with COVID-19. Check with your local health department to find out if any such resources are available in your area.

If none of these options are available, the following process is recommended:

Isolate in the fraternity house

If it is possible to isolate a resident within the chapter house, this is the preference. Keep in mind that the individual(s) will need a designated restroom to use. There should also be a protocol in place to ensure that meals are delivered to the rooms where isolated members are staying.

A few questions that the house corporation may need to ask while planning are:

- What are the constraints of the chapter house?
- Would restroom adjustments need to be made?
- How will students in isolation be fed?

Send Student Home

This is the final and least desired option. Isolation is intended to prevent individuals from engaging with others who may be at risk if exposed to someone with COVID-19. A member should only be sent home under the following circumstances:

- They request to return home.
- There is no way that they can be accommodated safely in the chapter house.
- All other options have been exhausted.

Should a student become concerned with their living situation as the result of others contracting COVID-19, there needs to be a plan in place to ensure a safe and healthy exit of the facility. It will be the responsibility of the student and parents to provide for safe transportation.

WHAT IF SCHOOL CLOSES EARLY?

For the first time since the Vietnam War, college campuses across the nation shut down prior to schedule. As the pandemic continues, we encourage your house corporation to consider the following in case of a future shutdown:

- What is or will be the refund policy for students if they are required to depart campus prior to the end of the semester/quarter?
- What is the house corporation's financial plan to endure lost revenue if there is an early shut down?
- How will the facility be monitored if students are required to depart campus early?
- Will the students/house director be permitted to remain in the chapter facility if there is a shut down?

KITCHEN

Whatever the timeline, onsite dining operations will face substantial challenges as we begin to plan how to open kitchens. Items to consider in the planning process include:

- Reduced salad bar built-to-order by your staff or modified salad bar with pre-tossed and prepackaged salad option/composed salad which compliments the entree of the day.
- Staggered mealtimes to allow for and promote social distancing.
- Meals plated by the chef in single service containers, as per the request of the students' buffet style, behind a plexiglass shield.
- Proper PPE worn by staff at all times to reduce the possibility of cross-contamination.
- Snack program consisting of individually wrapped items (fruit, cereals, breakfast and snack bars, desserts, homemade snacks, hummus and chips, salsa and chips, etc.).

- Use of disposable products (paper towels and plastic utensils for 24-hour snack kitchens).
- Opening the kitchen to exclusively kitchen staff and pre-plating all meals in sealed to-go containers, placing them in the dining area for lunch and dinner service.
- Rigorous retraining of all employees on the National Restaurant Association guidelines for proper cleanliness and sanitation, as well as ongoing training.
- A deep cleaning of the kitchen before reopening for the school year.
- Site visits from sanitation partners, to ensure all cleaning solutions comply with the EPA, ex: disinfectants for the kitchens and the house.

Campus Cooks Fall Food Service, 2020 – Thank you to Campus Cooks for the contribution of their food service guide. This guide can also be found in the sources section of this document.

HOSTING EVENTS

Before hosting events, it is important that you follow these steps:

- Be aware of state or local regulatory agency policies related to group gatherings to determine which type of event can be held.
- Be aware of university guidelines or policies related to group gatherings to determine if events can be held and which type of events (meetings, socials, philanthropy events, etc.)
- Be aware of Phi Psi national headquarters rules and guidelines related to group gatherings to determine which type of events can be held (meetings, socials, philanthropy events, etc.)
- Be aware of any local house corporation rules and guidelines related to group gatherings to determine which type of events can be held in the facility.

If organizations can host events, this resource will assist you in creating a safe environment.

GATHERING FOR EVENTS

*DISCLAIMER: COVID-19 has been shown to spread rapidly at events that do not promote social distancing. Events with a large number of attendees are considered “high risk” activity by the CDC. Phi Kappa Psi discourages large events and social gatherings that unnecessarily put our members, guests and the larger campus community at risk.”

- When possible, the chapter should pursue virtual group events, gatherings, or meetings, and promote social distancing of at least six feet between people if in-person events are held.
- Limit group size to the extent possible.
- Consider hosting the event outside.
- Complete any paperwork (event registration/notification) required by the university or organization.
- Implement the event following the risk management policy of the institution, department or Phi Psi national headquarters.
- Maintain a tracking system for any events when outside guests attend.
- Encourage or require attendees to wear masks.
- Consider providing face covers for attendees.
- Ensure soap and hand sanitizer are readily available.
- Consider taking the temperature of attendees before they enter.

REDUCING THE SPREAD OF COVID-19

While there is no current vaccine to prevent the spread of COVID-19, there are many ways you can help minimize the spread. Actively encourage members who have shown COVID-19 symptoms, tested positive for COVID-19 or have been potentially exposed to someone with COVID-19 (either through community related exposure or travel) to follow CDC guidelines to self-isolate or stay home.

HAND HYGIENE AND RESPIRATORY ETIQUETTE

- Recommend and reinforce handwashing with soap and water for at least 20 seconds.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
- Encourage students, faculty, and staff to cover coughs and sneezes with a tissue or use the inside of your elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

CLOTH FACE COVERINGS

Recommend and reinforce use of cloth face coverings among members, guests and employees. Face coverings should be worn as feasible and are most essential in times when social distancing is difficult. Individuals should be frequently reminded not to touch the face covers and to wash their hands frequently.

- Note: Cloth face covers should not be placed on:
 - Anyone who has trouble breathing or is unconscious.
 - Anyone who is incapacitated or otherwise unable to remove the cover without assistance.

ADEQUATE SUPPLIES

Support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch/foot pedal trash cans. **It is recommended that you purchase supplies in advance.**

SIGNS AND MESSAGES

- Post signs in highly visible locations (e.g., building entrances, restrooms, dining areas) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face cover).
- Include messages (for example, videos) about behaviors that prevent spread of COVID-19 when communicating with members.
- Find freely available CDC print and digital resources on the [CDC's website](#).

CLEANING AND DISINFECTION

Maintaining a clean chapter facility is an integral aspect of providing a good living environment for members. Phi Kappa Psi strongly recommends identifying a professional company to clean the chapter house regularly, especially common areas such as the living and dining room, kitchen, restrooms and study rooms.

VENDOR CERTIFICATION

When looking to hire a cleaning service, the first question asked should be about the vendor's certification. There are two benchmarks to look for – [The Global Biorisk Advisory Council \(GBAC\)](#) or the [Institute of Inspection, Cleaning and Restoration Certification \(IICRC\)](#). These entities provide training and guidelines as to how to clean and sanitize safely for these types of risks.

STUDENT CLEANING RESPONSIBILITIES

If it is not feasible for the house corporation to secure professional cleaning for the chapter house, very clear requirements should be implemented to ensure that students understand how to clean and that tasks are being completed.

ALTERNATIVE: SANITATION TRAINING

GBAC and IICRC offer training. In some cases, the training is available online. Appointing an appropriate person(s) in your fraternal organization to obtain the certifications can help manage the process and promote accountability in ensuring it's completed daily.

The approved chemicals and applications are available to private consumers. Some of the sanitizing products are applied with pump sprayers. The sanitizing solutions are generally non-corrosive but should be tested to ensure no damage is caused to surfaces. Having the proper training will also allow you to understand and purchase the correct PPE for those involved in the cleaning process.

STUDENT CLEANING GUIDELINES

- Develop a schedule for increased, routine cleaning and disinfection.
- Clean and disinfect frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, grab bars, hand railings, bathroom stalls, dining hall tables) within facilities at least daily or between use as much as possible. Use of shared objects (e.g., lab equipment, computer equipment, desks) should be limited when possible, or cleaned between use.
- Ensure safe and correct use and storage of cleaners and disinfectants, including storing products securely. Use products that [meet EPA disinfection criteria](#).
- Encourage members to keep their personal items (e.g., cell phones, other electronics) and personal work and living spaces clean. Encourage members to use disinfectant wipes to wipe down shared space and other shared objects and surfaces before use.
- Ensure there is adequate ventilation when using cleaning products to prevent members, guests or employees from inhaling toxic fumes.

VENTILATION

Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms).

WATER FOUNTAIN SYSTEMS

To minimize the risk of spreading COVID-19, it is highly recommended that water fountain systems are shutoff for the academic year.

MODIFIED LAYOUTS

- Space seating at least 6 feet apart when feasible.
- Host smaller meetings in larger rooms.
- Provide adequate distance between individuals.

PHYSICAL BARRIERS AND GUIDES

- Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart.
- Provide physical guides, such as tape on floors or sidewalks and signs on walls to ensure that individuals remain at least 6 feet apart in lines and at other times.

COMMUNAL SPACES

- Close shared spaces such as dining halls, game rooms, exercise rooms, and lounges if possible; otherwise, stagger use and restrict the number of people allowed in at one time to ensure everyone can stay at least 6 feet apart, and clean and disinfect between use.
- Add physical barriers, such as plastic flexible screens, between bathroom sinks and between beds especially when they cannot be at least 6 feet apart.
- For more information on communal spaces (e.g., laundry rooms, shared bathrooms and recreation areas) follow [CDC's guidance](#) for Shared or Congregate Housing.

SOURCES

[Campus Cooks Guidelines](#)

[Campus Cooks Food Service Guide](#)

[CDC Information on Shared Living](#)

[CDC College and University Information](#)

[Cornell Information on Greek Housing](#)

[EPA Disinfectant Information](#)

[Health Questionnaire](#)

[Holmes Murphy Suggestions on Opening](#)

[Holmes Murphy Fraternal Resources](#)

[Killing Covid-19: Learn from the Global Experts](#)

[National Restaurant Association Covid-19 Reopening Guidance](#)

[University of Arkansas Greek Housing Information](#)

[University of Illinois Housing Move-In](#)