

*This is a sample letter template to be sent to live-in members in the event of a COVID-19 positive case in the chapter house. As always, chapters should adjust language based on your local university and health department requirements for your campus.*

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(insert chapter name) Members:

Recently, a member who lives in the chapter house tested positive for COVID-19. As a result, we have enacted our chapter COVID-19 plan, which includes the following:

* The sick member (*choose whichever applies to your campus or member situation*):
	+ will return home to isolate;
	+ has been moved to a residence hall per university protocol to isolate;
	+ will isolate in a designated room in the chapter house.
* We have asked our housekeeping staff to sanitize all common areas of the chapter house that the member has been in.
* The member’s roommate(s) has/have been asked to self-quarantine for 14 days per CDC guidelines.
* The member will notify any other members who he has had close contact with. Close contact is defined by the CDC as “being 6ft or less apart, with or without a mask, from another person for 15 or more minutes.”
* The member will not attend any chapter event or gatherings during the isolation period.

*If member is isolating in the chapter facility, also include the following:*

* The member will not be in the common areas of the chapter house during isolation, including living rooms, dining room, study room, etc.
* The member has been asked to identify another member who will provide contactless delivery of his meals to his bedroom door.
* We will be using the \_\_\_\_\_\_\_\_\_\_\_ bathroom as the isolation bathroom and all other members on this floor/wing will need to use \_\_\_\_\_\_\_\_\_\_\_\_\_ bathroom. OR, the isolating member will be using the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ bathroom and will be using only the designated toilet/shower/sink. All other members should refrain from using that toilet/shower/sink.

Receiving a positive COVID-19 test can be upsetting or confusing for some of our members. As a friend, you can help support members who receive a positive test result by doing any of the following:

* Listen with compassion.
* Be present. Call, text, or video chat with them to let them know you are there to support them.
* Drop off food or drinks at their door.
* Ask if they need any items the next time you go to the store.
* Offer to run to the pharmacy for them.
* Drop off or digitally send items you know they enjoy (magazines, music, etc).
* Keep them informed with chapter news.
* Get creative and come up with ideas among mutual friends. Consider sending mail, playing online games together, watching a Netflix series together or listening to the same audiobooks.

To ensure that we help to care for each other and keep each other healthy, we want to remind all members of the importance of wearing a face covering and social distancing in the common areas of the chapter house. Please continue to monitor your own health for symptoms of COVID-19 daily, which include:

* Fever or chills
* Cough
* Shortness of breath or difficulty breathing
* Fatigue
* Muscle or body aches
* Headache
* New loss of taste or smell
* Sore throat
* Congestion or runny nose
* Nausea or vomiting

We appreciate your care and concern for both your and your fellow residents’ health during this time. Should you have questions, please direct them to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert name and e-mail).

Sincerely,

(HCB or Chapter Officer or Advisors)