



COVID-19 UPDATE AND GUIDELINES

HOUSE CORPORATIONS – MARCH 13, 2020

Recognizing there are many questions and concerns specifically related to operating a chapter facility, our COVID-19 Team (Debbie Friedman, Mary Lakes and Bonnie Wunsch) is attempting to address many of your frequently asked questions.

We also realize that each facility, campus and general community are unique and may have their own set of questions. To that end our Team is available to help you through this unusual time. Please direct any questions to the Team at Covid19Team@aephi.org.

Please keep in mind that **ALL AEPHI POLICIES** remain in place and must be adhered to as if operations were continuing as “normal.”

For those campuses that have already announced that they will not reopen this spring, we highly recommend encouraging sisters to return to their permanent residence and that the facility be closed. In the case of international students or sisters who are from communities that are “locked down,” you may need to be flexible. Similarly, even those campuses encouraging facilities be closed will likely work with you to address these extenuating circumstances.

KEEPING CHAPTER HOUSES OPEN DURING UNIVERSITY “SHUT DOWN”

If a house remains open, you must ensure proper cleaning and hygiene is maintained. We recommend hiring a professional cleaning service to come in to complete a deep and thorough cleaning.

A house director must be on site while open.

Social distancing should be practiced at all times including, but not limited to, meals, meetings or simply “hanging out.”

Plans need to be in place for isolation or quarantine space should it be needed. In the event, a resident test positive for the virus, please contact our [Covid-19 Team](#) immediately.

No babysitting may take place at the house nor may staff bring their children to work with them. This is for both health and liability concerns.

OUT OF HOUSE SISTERS & GUESTS

Open chapter facilities should be limited to residents and staff ONLY. No out of house sisters or guests should be admitted at any time – including meals. It is recommended that out of house sisters be refunded any fees they have paid for meals or for a meal plan.

FOOD SERVICE

We recommend you work with your food service provider or kitchen team to limit the number of people touching the food.

Open/common sources of food should not be allowed at this time – this includes salad bars and buffets.

In order to accommodate social distancing during meal times, it may be necessary to serve meals in shifts.

For those houses that are closing and have perishable items to discard, you may want to try to find a local shelter or other agency that would be happy to accept the donation.

INSURANCE CONCERNS

We have been in communication with MJ Insurance. They believe with appropriate preparation and care, house corporations will not incur additional liability if keeping the chapter facility open.

Unfortunately, loss of income coverage is not applicable in this situation as viruses and other illnesses are exclusions to these policies.

ADDITIONAL THOUGHTS/COMMENTS

Please make sure residents understand that situations may occur that will cause you to have to close the facility. These may include:

- Lack of staff
- School mandate that all facilities must close

- Health department or government mandates that facilities must close
- Any other unforeseen circumstance

As we all navigate through these extraordinary times, it is important that everyone stays abreast of local and university concerns and regulations. Additionally, we encourage you to regularly check the [CDC](#) and [WHO](#) websites for updates.