



## COVID-19 UPDATE AND GUIDELINES – MARCH 13, 2020

Alpha Epsilon Phi staff and volunteers are continuing to monitor the progression of COVID-19 and the impact on our chapter, colonies and host campuses. As we create new guidelines and suggestions for chapter and colony management/operations, we will be providing that information to you.

At this time, we have put in place a COVID-19 Team to assist chapter and colonies with issues related to this outbreak and suspension of normal operations. The team members are: Debbie Friedman, Mary Lakes and Bonnie Wunsch who are AEPHi's risk management and financial team. All questions or concerns should be sent to the COVID-19 Team at [COVID19Team@aephi.org](mailto:COVID19Team@aephi.org) who will either respond to you directly or will have a "subject matter expert" do so.

A few general thoughts:

- If leaving campus, the president should take all important email addresses and phone numbers with her.
- If leaving campus, the vice president-finance should take the chapter/colony checkbook with her.
- **ALL AEPHi POLICIES** remain in place and must be adhered to as if operations were continuing as "normal."
- Plans for Summer Leadership 2020 are continuing as normal. Registration will be sent in the coming weeks.
- An additional update will be sent to house corporation presidents addressing issues specific to facility operations.

### COLLEGE/UNIVERSITY RESPONSE TO COVID-19

Colleges and universities are taking a number of preventative measures to slow the spread of COVID-19 in college/university communities. Your chapter/colony should follow expectations released by your college/university administrators and plan accordingly.

#### **What types of action may necessitate a chapter/colony response?**

The following chart is designed to assist you in understanding potential college/university actions and the appropriate chapter/colony response. If your college/university takes actions other than what is listed below, contact the AEPHi [COVID-19 Team](#) for assistance.



COLLEGE/UNIVERSITY ACTION	COVID-19 STATUS	ALPHA EPSILON PHI CHAPTER/COLONY ACTION
College/University bans groups meetings	No COVID-19 cases present on campus	AEPHI chapter/colony meetings & activities cancelled in conjunction with the timeline specified by the college/university.
	Presumed positive COVID-19 cases present on campus	Follow CDC & institution guidelines for COVID-19.
College/University moves to online courses	No COVID-19 cases present on campus	AEPHI chapter/colony meetings & activities cancelled in conjunction with the timeline specified by the college/university.
	Presumed positive COVID-19 cases present on campus	Follow CDC & institution guidelines for COVID-19.
College/University closes student housing	No COVID-19 cases present on campus	AEPHI chapter/colony meetings & activities cancelled in conjunction with the timeline specified by the college/university.
	Presumed positive COVID-19 cases present on campus	Follow CDC & institution guidelines for COVID-19.



## FREQUENTLY ASKED QUESTIONS

### **Who should I notify if my college/university takes additional preventative action?**

If your institution takes additional preventative action that requires your chapter/colony to cancel meetings or activities, contact your chapter advisor and your operations specialist and the [COVID-19 Team](#). These women will help you assess your chapter/colony calendar to identify if events need to be cancelled or rescheduled based on the action taken by your university. Only essential business needs to be completed this academic year.

### **What events do we need to cancel?**

Chapter/colonies should not be planning any events (philanthropy, social or sisterhood) that will have more “large” groups. AEPHI is not specifying a number, however, many campuses and communities are. A common practice so far has been no activities with more than 30 people.

### **What is essential chapter/colony business?**

Essential chapter/colony business for the remainder of the academic year includes:

- Setting a chapter/colony budget for next year
- Completing forms in ChapterSpot
- Registering for Summer Leadership upon receipt of such

### **What if our college/university has cancelled activities through the remainder of the academic year?**

You can conduct chapter/colony business virtually; refer to the [Virtual Engagement document](#) for guidelines.

### **How should we host virtual meetings?**

This will depend on how much, and what business, your chapter/colony needs to conduct. Work with your chapter advisor and operations specialist to determine the best option for your chapter/colony in the event that activities and meetings are cancelled.

### **How do we conduct virtual elections?**

Recommendations virtual elections are included in the [Virtual Engagement document](#).

**We have members returning from study abroad, what should we do?**

Members returning from study abroad should follow guidance from the college/university's study abroad office and the [Center for Disease Control](#) regarding returning to campus.

**What do we do if we have not completed our new member education program?**

AEPHI is developing guidelines to complete new member education virtually. These guidelines will be sent to all chapters/colonies upon completion.

**What do we do about initiation?**

Initiation should be scheduled once classes resume as normal.

**What do we do about any contracts for events/venues during this time?**

You should reach out to the venue and ask about rescheduling the event; this includes ALL events – philanthropy, social, sisterhood, etc. If they will not agree to such, please contact the [COVID-19 Team](#).

**ADDITIONAL REMINDERS AND RESOURCES**

**Practice good hand and respiratory hygiene** by washing hands frequently, limiting physical contact such as hugging and hand shaking, avoid large group events and self-quarantine if you begin to feel ill.

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

Refer to the [Center for Disease Control \(CDC\)](#) or [World Health Organization \(WHO\)](#) websites for the most current and accurate information.

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

AEPHIs must be considerate in their actions and words to those affected by COVID-19. It is important to avoid making any inappropriate comments or references to the virus, or those affected by it. It is most important to respect and support those who are avoiding the disease, self-quarantining because of it or having to support loved ones who have contracted it.

When your campus resumes normal activity, AEPHI chapter/colony schedules should return to normal, as well.