



COVID-19 Guidance, Recommendations and Resources for
Fraternity and Sorority Chapters

Last Updated: August 11, 2020

In response to COVID-19, the Office of Fraternity and Sorority Involvement has compiled this working document to assist you as we navigate our new normal on campus, here at the University of Montana. The significant risk posed with this virus requires mitigation efforts such as staying home if you feel sick, routine hand washing, and practicing physical distancing. Your organizations have set significant ground work on COVID-19 criteria, therefore, this document has been developed to work in collaboration with specific chapter guidelines.

Below is the information covered within this document:

- Section 1: Resources for Chapter Use
- Section 2: Housing Operations
- Section 3: Chapter Functions
- Section 4: Fall Recruitment Preparation
- Section 5: COVID-19 Response and Recommendations for Chapters
- Section 5: Credit and Thank You to MSU and U of I

Section 1: Resources for Chapter Use

The recommendations throughout this document have been compiled from the following resources. This space will be updated as needed.

- UM Healthy Fall 2020 [LINK HERE](#)
- Montana University Systems Planning Guidelines [LINK HERE](#)
- Centers for Disease Control and Prevention [LINK HERE](#)
- National Panhellenic Conference [LINK HERE](#)
- North American Interfraternity Conference [LINK HERE](#)
- Curry Health Center [LINK HERE](#)
- Montana Department of Health and Human Services [LINK HERE](#)
- Missoula County Health Department [LINK HERE](#)

University of Montana Printable COVID-19 Communications: [LINK HERE](#)

Chapter Specific COVID-19 Resources:

- Alpha Phi [LINK HERE](#)
- Delta Gamma [LINK HERE](#)
- Kappa Alpha Theta [LINK HERE](#)
- Kappa Kappa Gamma – Communicating with Members Directly

- Kappa Sigma [LINK HERE](#)
- Phi Delta Theta [LINK HERE](#)
- Sigma Alpha Epsilon [LINK HERE](#)
- Sigma Chi [LINK HERE](#)
- Sigma Nu [LINK HERE](#)
- Sigma Phi Epsilon [LINK HERE](#)

List of Contact Information:

Office of Fraternity and Sorority Involvement	Lacey Zinke, Director	406-243-2049, 406-529-0416	lacey.zinke@mso.umt.edu
University Center	Adrienne Smith, Director	406-243-6029	adrienne.smith@mso.umt.edu
Student Affairs	Sarah Swager, Vice Provost for Student Success	406-243-5225	sarah.swager@umontana.edu
UM Housing and Community Standards	Sandy Curtis, Executive Director	406-243-2611	sandra.curtis@mso.umt.edu
Curry Health Center		406-243-2122	contactcurry@mso.umt.edu
Missoula County Health Department	COVID-19 Hotline (M-F, 8am-5pm)	406-258-4636	
Montana Department of Health and Human Services		888-333-0461	covid19info@mt.gov

Section 2: Housing Operations

Recommendations

- Budget for additional expenses related to cleaning and other operational needs.
- Consider daily health screenings for all vendors/employees (chef, maintenance personnel, grocery vendors, etc.) before they may enter the facility by asking them to use the Centers for Disease Control's COVID-19 Healthbot at: <https://covid19healthbot.cdc.gov/>.
- Create a protocol that determines who should be permitted in the chapter facility.
 - Per UM and most organizational guidelines, it is strongly recommended the chapters prohibit guests for the fall semester.
- Purchase all cleaning supplies well in advance for the academic year.
- Develop a process for disinfecting, several times each day, commonly used surfaces of the chapter facility, such as door handles, countertops, tabletops or any other surface frequently touched
- Identify and reserve isolation and quarantine room(s) in your chapter house and have each student make individual plans in advance to stay in a different location outside of campus, in case it is needed. The University of Montana is unable to provide the chapters with isolation and quarantine housing.
- Review insurance policies and observe any specific guidance from provider.
- Place visual markers for social distancing (6 ft apart) in all common areas.
- Provide grab 'n' go style operations for all meal service (disposable containers and utensils). Budgets may need to be adjusted.
- Institute a ban on members entering the kitchen area. Reduce access to only the chef.
- Build contingency plans for revenue and operations according to various levels of occupancy (90%, 50% and if the chapter house must close). Develop occupancy contingency plans for new members. Chapters need to consider adjusting housing priorities in the event a full new member class cannot be housed safely.

- [According to the CDC](#), COVID-19 has been most commonly observed spreading when an infected person expels droplets onto another person. This transmission occurs:
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- Educate members on cough etiquette, isolation process of sick individuals and the reasoning for space between bunks and the value of wearing masks inside the chapter facility -- all important preventive measures to prevent or slow the spread of the virus.

Cleaning and Disinfecting:

It is recommended all chapters follow the Centers for Disease Control's guidance on cleaning and disinfecting, which can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Key points:

- Clean all surfaces with soap and water prior to disinfection.
- Occupants must ensure that they are supplied with, educated about, and regularly utilize cleaning supplies.
- Personal Protective Equipment (PPE) should be used. Be sure to dispose of all PPE properly.
- PPE should include the use of cloth face coverings. Gloves and/or aprons may be appropriate in some settings
- For disinfection, most common [EPA-registered household disinfectants](#) should be effective and the CDC maintains a list of common household disinfectants. A good rule of thumb is the product will have quaternary ammonium as its active ingredient. See additional resources towards the end of this document.

- When disinfecting, follow manufacturer’s instructions for application. When you finish disinfecting or cleaning, remember to wash hands thoroughly with soap and water for at least 20 seconds.

How Often to Clean & Disinfect:

There is no specific guidance on how often areas should be cleaned/sanitized other than “daily” as each facility and situation is different. Frequently touched surfaces and objects like light switches, doorknobs, counter tops, railings, doors, faucets/sinks/toilets/showers should be cleaned and then disinfected several times a day to further reduce the risk of transmission of germs.

Re-opening a Facility that has been Closed:

If, due to the diagnosis of a positive COVID-19 case, your chapter house were to be unoccupied for 7 days or more, it will only need a *normal routine cleaning and disinfection* to reopen the area. From what is known about COVID19, the germs can live on surfaces anywhere for a variable number of days depending on conditions and can be transmitted through the air and linger for up to three hours. Please review the [CDC Guidelines on Re-opening](#) and the [American College Health Association Guidelines](#) related to living spaces, quarantine protocol, employees, facilities, etc.

Recommendations:

- Establish a minimum of a 3x day schedule for bathroom cleaning.
- Collaborate/combine efforts with other chapters for cleaning service contracts, supply orders, etc.
- Considering current CDC guidelines on cleaning, increase daily cleaning from 5x a week to 7x a week.
- Assess what furniture can be moved, removed completely, or access restricted to reduce frequent handling or contact from multiple people. Items such as excess

seating in a dining room (one dining room chair per person living in the house, roll up rugs, block off formal living room, restrict basement access except with permission, etc.).

Membership and Behavior:

Chapter leadership should communicate behavioral expectations and hold a meeting with all members prior to the beginning of the semester. This should cover any updates to housing contracts, rules, policies, processes, pre-arrival/move-in expectations, etc.

- Chapters should collect accurate contact information of members and parents for communication.
- Provide written documentation of policies and procedures.
- Post key information around the chapter facility on policies and procedures.
- Communicate expectations around personal cleanliness, physical distancing expectations, self-reporting mechanisms, and an outline of the accountability mechanisms in place for the members during COVID-19.
- Encourage students to report if they are feeling unwell and not fear the stigma.
- Communicate chapter plans to have COVID-19 prevention supplies available in all common areas, such as soap, alcohol-based hand sanitizers that contain at least 60% alcohol, Lysol wipes, tissues, trash baskets, and, if possible, gloves, etc.
- Establish and communicate a culture of hand washing, personal responsibility, and community wellbeing in your chapter.
- Consider adjusting your housing contract to include behavioral agreements.

Use of Face Coverings

Considering evidence of widespread COVID-19 illness in communities across the country, the [CDC recommends](#) that people wear a cloth face covering to cover their nose and mouth in community settings. ***A chapter house is considered a community***

setting. This is an additional public health measure chapter members should take to reduce the spread of COVID-19 in addition to (not instead of) physical distancing, frequent hand cleaning and other everyday preventive actions.

University of Montana follows the guidelines issued by the [Montana Office of the Commissioner of Higher Education mandating face coverings in community settings](#).

Be aware, that in addition to the university's mask requirement, the Montana State Governor's Office has also issued a [Directive](#) implementing mandatory use of face coverings in certain settings.

The use of face coverings inside a chapter facility will be critical to keeping to reducing the risk of virus exposure. Here is information from UM on personal [safety practices regarding face masks](#) or face coverings.

Quarantine and Isolation

Quarantine is for persons who are asymptomatic but who may have been in contact with someone who has been confirmed to be COVID-19 positive, as well as for persons who are awaiting results of a COVID-19 test. Quarantine is often recommended for 14 days from the date of potential exposure, but please follow the guidance given by medical or community health personnel. If you are quarantined, you may not leave your home for any reason and must keep yourself separated from other household members through the duration of your quarantine. You will need others to do any errands for you and provide food and other personal needs. Your helpers will need to provide your food and other items outside your door to avoid personal contact.

Isolation is required of persons who have been confirmed COVID-19 positive. Persons in isolation may not leave their identified isolation space/home for any reason and the only persons they should have contact with should be others who are already COVID-

19 positive or medical personnel. In isolation, as with quarantine, you may not leave your home/isolation space for any reason.

Develop a plan for the quarantine and isolation of chapter members awaiting COVID-19 test results, after testing positive for COVID-19, or when directed to quarantine by public health officials. Isolation rooms should:

- Be physically separated from other residential student rooms.
- Have private bathroom facilities and be stocked with a thermometer, sanitizing wipes, tissues, soap, hand sanitizer, and toiletries.
- Where possible, make accessible additional equipment for monitoring vital signs (e.g. pulse oximeters).
- Be pre-identified and available to accommodate an increase in need.
- Be accessible for food delivery from campus food service or other arranged delivery.
- Have connectivity that allows students to continue academic study through remote access whenever possible.

It is **strongly recommended** to have each chapter member consider and submit an individual isolation and quarantine plan to their chapter president. This could include utilizing the chapter isolation or quarantine space, going home for the semester, or going home and returning when it is safe to do so, etc.

Section 3: Chapter Functions

Recommendations from North American Interfraternity Conference

- Be overly prepared so you are not overwhelmed
- Focus on your membership
- Help students stay in school
- Ensure recruitment gatherings align with guidance issued by governmental entities

- Review chapters social media and web platforms to ensure they are focused on engagement with potential members
- Find ways to retain a person touch when considering chapter programming
- Develop a clear plan to communicate with chapter members and parents

Recommendations from National Panhellenic Conference

- Consider temporary policies prohibiting nonresidents from entering residential chapter facilities
- Article: [“The Risks-Know Them- Avoid Them”](#)
- [Sisterhood Benefits Remain](#)

ZOOM Account

If you have not done so already, consider purchasing a Zoom Pro account to use for recruitment and chapter programs. This will also allow you to be prepared if we need to move all programming to virtual during the semester.

As a University of Montana student, you have access to a Zoom Pro account if you log into your UM portal.

Self Assessment Tool

The Mayo Clinic has provided a [Self-Assessment Tool](#) your chapter members may want to use.

There will also be a tool within the UM App-- information coming soon! Look for “Health Portal” within the UM App.

University Room Rental

If you do not feel comfortable hosting small in-person gatherings within the chapter facility you may reach out to UM Conference and Event Services to reserve a room

within the University Center for minimal cost. Here is their website:

<https://www.umt.edu/ces/>

Proactive Probation

Draft coming soon.

Section 4: Fall Recruitment

The Office of Fraternity and Sorority Involvement in collaboration with Interfraternity Council and the College Panhellenic Association have developed the following plans for formal recruitment.

Masks and proper hand washing/sanitation are required at all recruitment events.

The Office of Fraternity and Sorority Involvement will collect proper contact tracing information prior to each event.

Per current guidelines we are still able to have in-person events. Please keep in mind that with the rapid changes that come with COVID-19 we will observe proper Health Department guidelines and will move recruitment events to fully virtual if needed. Please be prepared.

Any questions about recruitment may be directed to:

- Lacey Zinke, Director of Fraternity and Sorority Involvement, 406-243-2049

Below are the recruitment schedules:

Fraternity Recruitment:

	Aug 30	Aug 31	Sept 1	Sept 2	Sept 3	Sept 4
Event	Meet and Greet including virtual and walking house tours	Meet and Greet including virtual and walking house tours	Small Chapter Activities on the Oval	Virtual Office Hours	Preference	Individual Bid Acceptance Events*
Time/Place	5-8pm, Oval	Virtual	5-8pm, Oval	All day, Zoom	5-8pm, University Center 3 rd Floor Meeting Rooms	Chapter House

*Individual Bid Acceptance Events are **strongly** recommended to be hosted outside with proper handwashing and social distancing measures in place.

Sorority Recruitment:

	Aug 30	Aug 31	Sept 1	Sept 2	Sept 3
Event	Panhellenic Fair	Virtual House Tour Philanthropy	Virtual House Tour Philanthropy	Preference	Bid Day*
Time/Place	10am-4pm, Oval	5pm-10pm, Zoom	5pm-10pm, Zoom	5pm-10pm, University Center 3 rd Floor Meeting Rooms	University Center and Chapter Facility

*Bid Day Events are **strongly** recommended to be hosted outside with proper handwashing and social distancing measures in place.

Section 5: Response to COVID-19

Members living in chapter facilities in the fall semester need to be prepared to adapt their daily routines in the event a member falls ill and/or demonstrates symptoms related to COVID-19 in the facility and needs to be isolated, or one or more members are identified as close contacts and need to be quarantined.

Member is Sick but not Diagnosed

. The following guidelines have been provided for such circumstances:

1. Asymptomatic individuals should communicate with their primary health care provider/call Curry Health Center. Members that begin showing symptoms of COVID-19, should seek medical attention as soon as possible:
 - a. Curry Health Center: 406-243-2122 [LINK HERE](#)
 - b. [Centers for Disease Control Symptom Self Checker](#)
 - i. A guide to help you make decisions and seek appropriate medical care: www.cdc.gov/coronavirus
2. Isolate the symptomatic individual. Members that become ill should be isolated to a private bedroom and have access to a private restroom, if possible. Individuals with positive test results can share rooms.
3. Prepare and deliver food. Isolated individuals should not use the kitchen or other shared spaces in the facility. Food should be prepared and delivered for individuals that are isolated in the facility. Three balanced meals should be provided daily.
4. Identify a private restroom. When possible, isolated members should be provided private or isolated use of a restroom in the facility that is fully stocked with proper disinfectant cleaning supplies, antibacterial hand soap and paper products (toilet paper and paper towels).
5. Increase cleaning routines. Members remaining in the chapter facility during this time should increase their cleaning routines of common areas and personal hygiene (handwashing).

Confirmed Case in Your Chapter

All chapters need to understand that a positive case in their facility or among their membership has the potential of resulting in all members being identified as “close contacts.”

In such a scenario, it is very likely **all** members who live in the facility will need to be quarantined in the facility for 14 days. This means no one will be allowed to enter or exit the building for that time, except for emergencies.

All chapters are expected to respond quickly and activate their action plan if requested to do so by health officials. If this happens, the following procedures are should be followed:

1. All chapters are expected to cooperate fully with public health officials. Failure to do so can result in disciplinary action from the university and legal action by the city and county.
2. Once learning of a positive COVID-19 case in a member who has been in the facility, immediately reach out to local public health officials and the Office of Fraternity and Sorority Involvement (Lacey, call or text).
3. Collaborate with university staff, and advisors/House Corporation to communicate/notify members of the confirmed case. However, local health officials will take the lead notifying “close contacts” of the positive case. Close contacts will be required to quarantine for 14 days even though they may not show any symptoms. It is possible **all** the residents of a chapter house will be identified as close contacts and chapters need to be prepared for this circumstance.
 - a. There are specific laws governing confidentiality protection for all patients relative to health -related matters. It is critical to maintain confidentiality of the COVID-19 positive member.
 - b. All chapter communication should align with inter/national headquarters

and public health guidance.

4. Restrict or close the chapter house within 24 hours of confirmed case if directed to do so by public health officials. In order to slow the spread of COVID-19 in the community, quick action is necessary to prevent additional exposure.
 - a. Notify all members that are staying in the facility of your plan.
 - b. Restrict the facility:
 - i. Isolate those members who have tested positive or are symptomatic and awaiting a test result. Quarantine all members that are identified as close contact.
 - ii. Refrain from using shared restrooms if possible and frequently disinfect all surfaces;
 - iii. Refrain from using common areas of the facility, members should remain in private rooms in either isolation or quarantine;
 - iv. Schedule use of the kitchen for meal prep disinfect all surfaces between use and return to a private room for meals.
 - c. Chapter house closure:
 - i. Lock the facility and change access codes.
5. Coordinate a thorough cleaning and disinfection of the chapter house.
 - a. Coordinate with a professional cleaning company or chapter members to clean and disinfect all areas (e.g., rooms, bathrooms, and common areas), focusing especially on frequently touched surfaces.
 - b. Open outside doors and windows to increase air circulation in the area and then begin cleaning and disinfection.
 - c. Surfaces should be cleaned using a detergent or soap and water prior to disinfection.
 - d. Most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available [here](#). Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
 - e. Additional information on cleaning and disinfection of community facilities

such as schools and residential facilities can be found on [CDC's website](#).

6. If the facility was closed, take additional action to extend the closure or re-open the facility. Permanently closing the facility for an extended period or for the remainder of the semester may be a strategy to stop or slow the further spread of COVID-19 in communities.

Section 6: Thank you!

This document was shared with the Office of Fraternity and Sorority Involvement from the Dean of Students Office at Montana State University. Parts of this document were modified to fit our campus with permission from Dean Matt Caires who modified the document from Dean Eckles of the University of Idaho. Thank you to both campuses for the foundation of guidance and content.