



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

Last Updated: October 20, 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 6: Community Accountability and Compliance with Recommendations

## 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](#)
- UM COVID-19 Data [LINK HERE](#)
- Missoula County COVID-19 Data [LINK HERE](#)
- Quarantine and Isolation Checklist [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.
- Be prepared to shift occupancy plan to account for social distancing in sleeping porches.
  - Consider converting day rooms into single occupant bedrooms.
  - Reduce the number of members in each sleeping porch and arrange furniture prior to re-opening the chapter facility.
- [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 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. 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

Develop a plan for the quarantine and isolation of campus residents awaiting COVID-19 test results, after testing positive for COVID-19, or when directed to quarantine by public health officials. Whether on campus or off campus, 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.

### 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](#)
- If you have not do 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.
- The Mayo Clinic has provided a [Self-Assessment Tool](#) your chapter members may want to use
- 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/>
- Provide consistent

### 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, UM Outdoor Amphitheater	Links Emailed to Registrants	5-8pm, Oval	All day, Zoom	5-8pm, University Center 3 <sup>rd</sup> 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-10om, Zoom	Virtual Distribution, Private Events at Chapter Facility

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

## Section 5: Chapter Communications

Sent Monday, September 19, 2020

*Chapter Presidents,*

*I recognize and commend the work that you, your advisors, and housing corporations have put into risk mitigation with chapter members and within chapter facilities since the beginning of the COVID-19. I write to you today, to remind you that our work is not done because we have finished the first few weeks of the semester. Mitigation and responsible behaviors must continue as we navigate the challenges of COVID-19.*

*We must remember that being back on our campus is a privilege that many college students do not have this fall. I do not want our fraternity and sorority community to be the cause of that privilege to be taken away from all students at UM, and ask for your continued safety efforts. As leaders on our campus, we must continue to avoid actions that may put ourselves, and others within the campus community, at risk.*

***Beginning today, September 14, 2020, in-person social events within any Fraternity or Sorority controlled space, or sponsored by any Fraternity or Sorority at the University of Montana are prohibited indefinitely.***

*We must remember that the actions of one member reflect upon not only your chapter, but also the Office of Fraternity and Sorority Involvement and the University of Montana. As members of fraternities and sororities, we strive for social excellence. As responsible students and chapter members, and members of the campus and Missoula community, each person must remember the expectations set forth by FSI, UM, your chapter headquarters, Missoula County and the State of Montana including behaviors such as social distancing, wearing your mask, and not allowing guests in your chapter facility.*