



Oregon State University
**Center for Fraternity
& Sorority Life**

COVID-19 Chapter Operation & Action Plan

Chapter: Phi Gamma Delta (FIJ)

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Chapters should complete this worksheet and submit it to cfsl@oregonstate.edu by Tuesday, September 8, 2020.

NOTE: Workbook content submitted by the chapter will be posted on the chapter profile for each fraternity/sorority: <https://studentlife.oregonstate.edu/cfsl/chapter-profiles>

Chapters without a common living facility may leave the “*Housing and Meal Operations*” and “*Facility Management*” sections blank.

Chapters that have a common living facility should complete the entire workbook.

Behavioral Expectations:

- **Please describe how your chapter plans to hold members accountable to university, local, state and federal public health guidelines. Include:**
 - Expectations around facemask and other Personal Protective Equipment use (gloves, faceshields, etc.)
 - Plans for promoting frequent hand washing and cleanliness
 - Communication plan for educating members of expectations prior to the beginning of fall 2020 term and arrival on campus

Within our chapter house, we are requiring masks to be worn at all times and enforcing social distancing. Gloves will be provided for members who wish to use common. You will be required to wash your hands before and after using any common appliance in the house, and hand sanitizing stations will be set up throughout the house to encourage cleanliness. Informational posters will be posted throughout the house to advise members to practice good hygiene to help prevent the spread of germs in the chapter house. Expectations of member conduct will be communicated in detail through the chapter’s internal Facebook group pages; this will include guidelines and official fraternity plans.



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Chapter Functions:

- **Please describe your chapters plans for chapter functions including modifications/protocols for:**
 - Chapter meetings
 - Social Activities
 - Including events in apartments, rented properties, townhomes, single family homes, and “live-outs”
 - Sisterhood/Brotherhood Events
 - Philanthropy events
 - Community service delivery
 - Recruitment or membership intake activities
 - New member education meetings
 - New member presentations / reveals

Chapter meetings will be held virtually through the use of Zoom so that brothers can discuss fraternity business while remaining safe from the threat of COVID-19. The chapter is suspending all in-person social gatherings in accordance with the social moratorium in effect to protect the fraternity and the greater Corvallis community. Social events that are continuing will be over zoom or other online forums to keep members engaged while socially distant. The chapter is also suspending all in-person philanthropy events, and will instead opt to use digital fundraising options to help raise money for worthy causes. A similar approach will be used for community service, except in cases where a small-scale (less than 10 people) community service event can be safely held. Recruitment will be executed in-line with IFC guidelines (fully virtual), and new members will be given the chance to individually visit the chapter house and meet a small number of brothers, but only if it is absolutely safe to do so. They must be able to provide proof of a negative COVID-19 test taken recently prior to their potential visitation date, otherwise they will not be permitted to visit. New member education meetings will be held virtually, and a fraternity ‘gift-package’ containing FIJI memorabilia will be sent to new members as a recognition of their dedication to joining the fraternity through an online environment. New member presentations and big/little reveals will be held the same way.



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Chapter Response Plan for Illness and/or confirmed COVID-19

- **Please explain your chapter's protocol for members that become ill or are confirmed to have COVID-19. Specifically include:**
 - Chapter communication plan
 - How the plan will adjust if a member shares that they were directly exposed to someone that was diagnosed with coronavirus
 - Housing plan for members who are ill and members who test positive¹
 - Changes to meal operations/member behaviors¹

As of Winter 2021, TRACE OSU is providing free COVID screenings weekly to all Corvallis chapter members. It is highly encouraged that every member eligible gets tested weekly to stop the spread of the virus. If a member of the chapter becomes seriously ill with symptoms of COVID-19 or is confirmed to have COVID-19, an alert will immediately be sent out to all chapter members advising them of the situation. If a member explains that they were directly exposed to someone diagnosed with COVID-19, that member will be asked to quarantine until they can confirm a negative result through testing, and avoid contact with the rest of the chapter. In the case that either one of these situations comes true for a member living in the chapter house, the following exposure procedure will be utilized:

POSSIBLE COVID-19 EXPOSURE PROCEDURE:

1. If an individual residing in the chapter house displays symptoms of COVID-19, that individual will be given the option to vacate the chapter house and return home. If they choose to return home, they will be allowed to return to the chapter house upon showing no symptoms for 72 hours and providing proof of a negative COVID-19 test within the last 72 hours. This is our best and most sure-fire way of protecting the chapter.

2. If an individual with symptoms of COVID-19 chooses not to or is unable to return home (risk of spreading to elderly family, unsafe situation at home, etc.), the powder room will be converted into a quarantine room. The individual will be asked to self-quarantine in the powder room for the full incubation period (14 days) or until they can confirm a negative test. A bunk will be moved into the powder room, and the individual will be required to use the included bathroom. Food will be brought to the powder room with zero contact, and the individual will be required to use the door facing the car port to enter and exit the building. Additionally, cleaning in areas adjacent to the powder room will be ramped up in frequency, and the individual's study room will be subject to a deep clean. This plan has worked well for us in the past, and results are typically available now in less than 24 hours if needed.

¹ If your chapter has a common living facility.



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3. In the event that there is a confirmed positive case in the house, the house will be placed under 14-day quarantine until further notice. Every member of the chapter in Corvallis will be expected to be tested as soon as possible to maintain an accurate count. The president will alert all members of the chapter to stay away and follow up with both the school through the CFSL and then the Benton County Health Department. The only people allowed to leave the chapter house will be those who have been confirmed previously positive to have had COVID within the last 90 days and have antibodies. The infected person will quarantine in either the trophy or powder room with their own bathroom for a 10-day isolation period. Meals will be delivered to them by a confirmed antibody member or one who has had a negative test in the last 24 hours.

4. In the event that 3 or more members of the chapter confirm to be COVID positive, the third-floor sleeping porch and bathroom will be converted to the “infected wing” of the house. They will be using the back staircase and be separated from any roommates into different rooms during daytime isolation. Meals will be delivered to them by a confirmed antibody member or one who has had a negative test in the last 24 hours.

Regardless of the severity of the infection in the chapter house, if there is a suspected case of COVID-19 within the chapter house, cleaning and social distancing protocols will be ramped up and tightened immediately.



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Housing and Meal Operations:

- **Sleeping Porches and Other Arrangements:**
 - Please describe your chapter's plan for density reduction in sleeping rooms/porches. This should include:
 - Current living capacity of your facility and how this number has been adjusted
 - Number of members expected to return to the facility this fall
 - Number of new member spaces available
- **Meal Service:**
 - Please describe your chapter's plan for modified meal operations:
 - Will live-out members be permitted to access any meals?
 - What protocols will be in place for vendors and other staff/providers while on property?

Our chapter has taken steps to increase safety in the sleeping porches by utilizing a military barracks style layout of the bunk beds. We're removing several bunk beds so that each bed can have a 6 foot space from the adjacent bunk bed, and the person sleeping on the bottom will face the opposite direction of the person on top for even more breathing room. Normally our house capacity is 50 people, but with the aforementioned modifications to our sleeping porches our capacity has been brought down to 36 people. However, we are only expecting 24 live-in members for spring which puts us well below capacity. This will allow us to give in our live-in members even more space within the sleeping porches, and since we have 14 rooms in the chapter house, four of our members will be able to get their own room. Currently as it stands 10 of our rooms have two members planning to live in them, which mean the other 4 rooms are singles. This number is perfect as it allows us to distance ourselves throughout the house effectively, while still having the financial capital necessary to pay our chef for meal service.

When it comes to meals, we are still holding lunch at 11:30 AM and dinner at 5 PM every day Monday through Friday, as we always have. However, we are planning on keeping the kitchen closed to our members (except for cleaning and occasional dish service) in order to preserve a safe and sanitary environment where our chef can prepare our food. Meals will be served pre-prepared in on a table in the dining room, which will help eliminate all contact. Only those members doing a dish chore (something expected of all live-in members) will be allowed inside the kitchen. No one will be permitted to eat inside the kitchen in order to minimized unmasked time in high-risk contact spaces. Tables will be spaced out throughout the dining room with a maximum of 5 people per table to preserve social distancing. Live-outs will be allowed to join us for meals, but they will be encouraged to take them to-go, and they will only be allowed into the house if a live-in member lets them inside (house door codes will only be distributed to live-in members).



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Facility Management:

- **Please describe your chapter's safety protocol for in-house members including:**
 - Cleaning and disinfection materials, plans and frequency
 - Restroom protocol should be explained separately
 - Internal vs external cleaning services
 - Details about summer cleaning plans (if any)
 - Guest/visitor policy – does this apply to live-out members?
 - The Chapter's plan for acquiring proper cleaning supplies and disinfectant
- **What modifications will occur in common areas to limit gatherings and enforce social distancing?**

We contract with Sysco to obtain all of our cleaning chemicals for our kitchen, bathrooms, and the chapter house in general. We use industrial-grade chemicals and disinfectants in our cleaning processes, and if you'd like to know exact details don't hesitate to reach out. Our chapter normally maintains an extensive chore list and cleaning schedule for the house, so we have simply taken steps to ramp up our cleaning plans to protect ourselves from COVID-19. In particular, our main areas of focus this spring term will be our bathrooms, sleeping porches, and kitchen. In all of these areas, we are planning on doing daily surface disinfectant wipe-downs (kitchen and bathrooms) and vacuuming (sleeping porches), as well as a twice a week deep-clean of these areas. The deep cleaning in the kitchen and bathrooms will involve sweeping and mopping the floors, cleaning sinks, toilets and urinals and showers (in the bathrooms), and the stove and oven and fridges (in the kitchen). This spring, our efforts in terms of house chores will be focused around cleaning the interior of the house, but we will of course maintain our basketball court, front yard, parking lot, and car port with maintenance and cleaning as necessary. Our guest policy is a 1:1 ratio; every live-in member is permitted to bring in one guest and one guest only. Live-out members are able to visit on their own (and they don't count as guests), but they cannot bring guests of their own, and they must be let into the chapter house by a live-in member. In order to keep the house more secure against COVID-19 and limit the potential for random strangers to gain access to house, the house door codes will only be distributed to live-in members.

Some of the steps we've taken to limit gatherings in our common areas to remove furniture and increase the available space in a given area. To avoid idle time in our hallway and high-risk contact spaces, we have removed our kitchenette on the second floor. In the living room several extra couches and chairs have been removed and/or spaced out to increase safety. With the low number of live-in members and large space available in the house (and the combined help of our planned modifications and precautions) we believe we can effectively ensure that the chapter house will be a safe living environment.



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Additional Information:

Complete Spring 2021 Kappa Omicron House Plan (Revised February 22nd)

This section serves as an informational overview of all the rules and policies being instituted in the Kappa Omicron chapter house for Spring 2021. These rules and guidelines have been developed by the undergraduate Cabinet, in combination with Purple Legionnaire Brent Wilson and House Director David Horn, and in accordance with state and federal guidelines. While we recognize that some of these policies are untraditional for the chapter house, we believe that taking these steps will help to better protect our members from the threat of COVID-19, and help maximize safety and sanitation. If you have any questions or concerns, please do not hesitate to reach out to a member of the undergraduate Cabinet or to the Purple Legionnaire or House Director; their contact information is attached at the end.

General Rules:

- Masks are **REQUIRED** at all times within the chapter house, except in an individual's own study room, and in cases where it is applicable to remove them (eating, showering, sleeping, etc). It is **STRONGLY RECOMMENDED** that you wear a mask when leaving the chapter house to prevent germs from being brought back in (OSU has a mask requirement as well).
- A distance of 6 feet is to be maintained from others when possible.
- Study rooms will have capacity limitations to preserve social distancing, this will be enforced as necessary.
- Daily temperature checks of everyone living in the chapter house will be performed with the use of an infrared thermometer.

Dining Room:

- Individual tables will be spread throughout the dining room, with a maximum of 4 people per table.
- Currently there are 6 usable tables which results in a total of 30 seats for the dining room ($5 \times 6 = 30$). There are also 2 bench-style tables outside the house dining room which will add 10 extra spaces (5 max per table) for a total of 40 seats. If both the inside and outside dining areas are at capacity, you must wait for a seat to open up before you can eat. Ideally, as the weather gets nicer, people can eat outside at a lower transmission risk.
- A table will be placed in front of the kitchen where pre-served plates will be picked up individually, silverware will be included.



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- When you are finished eating, you will drop off your dirty dishes on a table inside the dining room where they will be collected later. Members are PROHIBITED from entering the kitchen unless they are part of a specific dish crew.
- Plastic disposable plates and silverware will be used when possible for take-out as well as dine-in.
- Because the kitchen will be closed off to members, a table will be set up in the dining room with access to a toaster, microwave, and snacks that were previously kept in the kitchen. Gloves will be provided in order to use the appliances.
- When the weather allows, doors and windows connecting the dining room to the court outside will be opened in order to increase airflow throughout the dining room.

Kitchen:

- The kitchen is CLOSED to all members except when you are required to be in the kitchen for a dish chore. When a dish crew finishes it will be locked up.
- Before entering the kitchen you must wash your hands, and a mask and gloves are REQUIRED at all times while in the kitchen.
- The left half of the kitchen where food is cooked and prepared will be restricted to only our house chef Lonnie himself. Dish crews will remain near the sink area.
- A deep clean of the kitchen will be performed every weekend. Additionally, before every meal, Lonnie will wipe down high-touch surfaces and ensure his area is clean before beginning food preparation. After a meal, dish crews will wipe down these surfaces again in addition to their regular cleaning chores.

Sleeping Porches:

- A military barracks style layout will be utilized in the sleeping porches. With this effective distancing in mind, we are projecting that there will be 18 beds per sleeping porch, for a total of 36 beds (Max Capacity = 36 people).
- Windows will be kept open year-round as they always have been so as to ensure proper ventilation throughout the sleeping porch.
- Upon request, we are willing to set up plastic or cloth barriers between the bunks to help further prevent the spread of germs.

Bathrooms:

- Touch points in the bathroom will be wiped down and the trash will be taken out, both of which will occur daily. Each room will be responsible for helping to clean the bathroom on their floor depending on the day of the week (For example, a group of people in a certain room will have the duty of cleaning their floor bathroom on a Tuesday, and a different group of people from a different room will clean it on a Wednesday, and so forth).
- A deep cleaning of the bathroom will be performed twice a week as a regular chore.
- Toilet seat covers will be provided and may be used as desired.



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Common Areas:

- Touch points throughout the entire chapter house will be wiped down and sanitized daily, including all door handles, any shared table/seating, remote controls, lightswitches that are regularly operated, faucet handles, drinking fountains, etc.
- Hand sanitizing stations will be set up throughout the house along with extra masks and gloves for anyone to use.

House Access and Guest Policy:

- Every live-in member is allowed up to 1 non-FIJI guest. This number is not to be exceeded at anytime, and you are responsible for the actions of your guests.
- Live-out members are not counted as guests for live-ins and are able to visit the chapter house on their own, however they cannot invite any non-FIJI guests of their own. Only live-in members may invite a single non-FIJI guest into the house. Additionally, large groups of live-out members are discouraged, and state guidelines should always be followed when visiting the chapter house.
- All live-out members and non-FIJI guests must fill out the Chapter House Visitor Form EVERY TIME they enter the chapter house. This Google form will be posted as a QR code on every door on the first floor, and will be used to track any potential COVID-19 cases as a result of an outbreak in the chapter house. Live-ins are exempted from filling out this form.
- The access code required to enter the chapter house will be distributed only to live-in members and members of the undergraduate Cabinet. Any live-out members and non-FIJI guests must be let in by a live-in member. The access code is to be kept CONFIDENTIAL, and not shared with live-out members or non-FIJI guests unless ABSOLUTELY NECESSARY. Any member of FIJI found violating this policy will be subject to a fine.

NOTE: The Kappa Omicron Chapter of Phi Gamma Delta is a privately-owned organization and reserves the right to enforce these rules. Leadership personnel including but not limited to the Kappa Omicron Housing Corporation, House Director David Horn, Purple Legionnaire Brent Wilson, and the undergraduate Cabinet may tighten or loosen these rules according to the health environment in the chapter house. It will require a group effort to help prevent the spread of COVID-19, and we ask that you keep this in mind when following these procedures.

Contact:

House Director - David Horn
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