COVID-19 Chapter Operation & Action Plan

Chapter: Phi Delta Theta
Chapter Lead Contact Name: Danny Dhas
Chapter Lead Phone Number: 503-560-7970
Chapter Lead E-mail Address: oregonbetapresident@gmail.com

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

Behavioral Expectations:
- The chapter will follow all Federal, State and Local Government orders around COVID-19.
- The chapter will continue to follow any rules set forth by Oregon State University (OSU) as well as OSU’s IFC.
- The chapter will continue to seek out information from OSU on COVID-19 and how it will affect our chapter operations going forward.
- The chapter will continue to work closely with our housing corporation (KSN), chapter advisors (CAB), House Director (Shari), and our General Fraternity (PDT) to ensure the safest environment possible.
- All Chapter Members are responsible to hold each other accountable to these rules.
- Danny Dhas (Chapter President), Ethan Campbell (Chapter Vice President), Nathan Dank (Chapter Treasurer), and Shari Brumbach (Live In House Director/Advisor) will be in charge of enforcing all of these rules. If they ask a member to move due to social distancing the member will comply immediately without complaint.
- All members regardless of live in status will adhere to all of these rules.
- All members will have an individually signed Assumption of Risk Liability Waiver on file with the housing corporation.

Social Distancing:
- Chapter Members must keep six feet away from one another at all times.
- Chapter members will not congregate in small spaces together unless they can all be six feet apart.
- Chapter members will wash hands before each meal and upon returning to the chapter house should they leave it.
- Chapter members will cough or sneeze into their elbow versus their hand

Face Masks:
- Face masks or face shields will be worn correctly (covering the mouth and nose) in all common areas at all times this includes but not limited to:
Walking in the hallways for any reason
In the bathrooms, except while in the shower
In all common rooms
In the dining room while not actively eating
In a study room that one is not assigned

Face masks or face shields will not be required during:
While in the member’s assigned study room with no one else in the room other than the those assigned to the room
While eating in the dining room
While showering
While in the member’s assigned sleeping porch bunk
Chapter Functions:
All chapter functions will be held virtually through Zoom, including: Weekly chapter meetings, philanthropies, brotherhood/social events.

Chapter Response Plan for Illness and/or confirmed COVID-19
- In the event that a member feels sick, the member will stay in the guest room so that he does not put any other brothers at risk. A designated member will bring him food and, if needed, arrange transportation to a medical facility.
- In the event that more than one member feels sick, the first member will be in the guest room, the second and so on will have use of West Head Bathroom, Room 12 Study Room, front stairwell, and the West Sleeping Porch.
- No non sick members will use these areas if there is a sick person in them. If no sick person is there, the chapter will use these facilities.

Housing and Meal Operations:
In order to mitigate risks, we have and/or we are actively:
(i) Installed barriers in the sleeping porches
(ii) Installed an IQaire HealthPro unit in each sleeping porch to run during sleeping hours
(iii) ordered additional cleaning supplies and hand sanitizers for the members to utilize for cleaning and sanitizing purposes; cleaning regimen to be inspected daily
(iv) established designated protocols for our professional kitchen staff and single-use takeout containers and sealed utensils for meals,
(v) have purchased three thermometers to check individuals returning to the chapter house,
(vi) purchased fire retardant polyethylene sheathing to separate beds in sleeping porches and marked off rooms and common areas to accommodate recommended distancing
(vii) purchased four air purifiers for use in the sleeping porches
(viii) our Resident Advisor, Chapter President, Chapter Vice President, Chapter Treasurer, and Risk Management Chairman will ensure to the best of their abilities that proper social distancing measures, cleaning duties, and COVID-19 policies are being followed
(ix) in line with current CDC and University guidance; we have designated quarantine/sick areas should a live-in become sick with dedication of the West Head
Meals will be served in single use to go boxes with factory sealed individually prepackaged silverware packets. They will be cooked and plated by our professional kitchen staff wearing disposable gloves.

- Chapter members will not be allowed in the kitchen from the hours of 7:00 AM to 6:00 PM Pacific Time.
- Chapter members will not be allowed in the walk-in cooler at any point in time.
- Chapter members will not be allowed in the pantry at any point in time.
- Chapter members will not be permitted into the dining room until all food is set, at which time our staff will return to the kitchen. Once our staff is behind closed doors, the chapter members can come and pick up their food from a designated area of the dining room.
- Members will be encouraged to eat where they feel comfortable. Social distancing will always be enforced in the dining room at lunch and dinner meals. Members are encouraged to eat in their study rooms.
- Only the kitchen staff are permitted in the kitchen during hours of operation.
- Live out members meals will be placed on a table outside the kitchen door in the back hallway. They will have one hour to pick up their meal. The cook’s door to the outside will be open for them. Once the door is closed, they can no longer pick up their meal. They are not permitted to eat their meal on property, enter the kitchen, or any other area of the chapter house.

Events and Guests:
- Chapter has purchased a digital touch thermometer. This will be used upon entry into the chapter house. It will be disinfected after each use with sanitizing agent.
- All Chapter Business Meetings: (Weekly Chapter, Leadership, Committee, etc.) will be virtual until further notice.
- Chapter members will follow the current Executive Order of Stay in Place regarding guests; if this order is lifted the chapter will work with advisors to come up with a new guest policy.
- The chapter will not hold any social functions, philanthropies, or large gatherings until it is recommended safe by the Government and OSU.
- Brotherhood event will be virtual. (example: video game tournament)
- Use of the weight/workout room will be by appointment and no more than two (2) members will be there at any given time. The members will take the last five minutes to give a thorough clean of all equipment.
• Use of the downstairs basement TV area will be within strict social distancing guidelines. The members will take the last five minutes to give a thorough clean of all equipment/couches.

• Chapter will focus on safe community service projects where applicable, that allow for safe social distancing only after the stay in order is lifted. In the meantime, look into ways to virtually service the community.

• In accordance with the Governors order: members of the chapter will be encouraged to stay on property unless to leave to go to work the or store for weekend groceries.

• All guests of members will have an individually signed Assumption of Risk Liability Waiver on file with the housing corporation.

• The member is responsible to inform any guest he brings in of all of our policies.
Facility Management:

- Two (2) new hand sanitizer dispensers are added within our chapter house.
- Disinfectants, hand soap, toilet paper, and paper towels are fully stocked.
- All Live In Chapter Members will be assigned a house job.
- A robust cleaning policy is in place. Each morning the members of the chapter take time to sanitize each door handle and light switch and other high touch areas in the house as well as regular cleaning items.
- Multiple times per day the chapter members will sanitize high touch areas.
- The chapter will make sure the kitchen is thoroughly cleaned by 7:00 AM Pacific Time
- Chapter members will make sure to clean their personal bedding on a frequent basis.
Additional Information:
All live in members are required to be tested for the coronavirus upon moving into the chapter house.