COVID-19 Chapter Operation & Action Plan

Chapter: Sigma Delta Omega  
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Chapters should complete this worksheet and submit it to cfsi@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/cfsi/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

All members will be required to comply with the guidelines sent forth by the Governor and OSU Office of Student Conduct. This applies to on and off campus activities and spaces. Members should not hold groups more than what is mandated by the state. When on campus members will be required to wear a mask and remain six feet away from other people.

Before leaving for spring break, we will do a shorter reminder on the guidelines and requirements of the state to make sure that our members behave safely in accordance with the state during spring break. Testing is being offered on a weekly basis through the university and members will be encouraged to utilize this if they so choose before traveling home. Because we are unhoused, this will be more of a general requirement of how members should act in their own homes and activities as Sigma Delta Omega will not be
holding in person events.

At the first chapter during spring term, our president will also give an overview of the guidelines. Resources for rules and policies regarding how to conduct yourself during COVID times will be linked on the agenda each week for easy access for our members.

**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:** Chapter will be held remotely as we are an unhoused chapter. This gives us the ability to deliver all chapter events including meetings, sisterhood activities, ceremonies and officer meetings on zoom without in person contact.

**Social Events:** We will still hold engaging socials while following all standards set by Governor Kate Brown and OSU about COVID-19. All social events should follow these rules. We plan to hold 6-7 socials, all through Zoom. Two or three of them will have supplies that we will contactlessly drop off to sisters in Corvallis/Portland or mail to sisters out of state. Depending on the timing of the event and the guidelines at the time, we may be holding a spring beach retreat but at this point it is uncertain if this will happen, if it does it will all be in accordance with guidelines.

**Sisterhood Events:** Sisterhood events will be delivered remotely. This includes events such as coffee hours, bonding groups, games, and activities

**Philanthropy Events:** We will be changing fundraising with food to gift card/activity kit fundraising to minimize possibility of cross contamination from packaging and food distribution. Deliveries will be done through social distanced drop off or mailing and payment will be done through venmo for a paperless transaction. In terms of presenting to other chapters or groups we will be doing online streaming and donation links.

**Community Service:** Below are accommodations that will be implemented this coming quarter by the Community Outreach Chair that will ensure the safety of members of Sigma Delta Omega while still allowing the Community Outreach Chair to execute their duties.
<table>
<thead>
<tr>
<th>Event(s)</th>
<th>COVID-19 Accommodations</th>
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<tbody>
<tr>
<td>Sisterhood Volunteering Events</td>
<td>All Sisterhood Volunteering Events will be suspended for Spring quarter 2021, but individual virtual volunteering events and in person volunteering with safety precautions are required. Members will be required to complete a certain amount of hours depending on the conversion between the president and the community service chair which will be determined at a later date. It will be between 5-10 hours.</td>
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<tr>
<td>AWSEM Mentor Training</td>
<td>The only event that the Community Outreach Chair will run this quarter will be mentor training for AWSEM. This will be conducted remotely in accordance with the restrictions set in place by Governor Kate Brown and OSU Office of Student Conduct. Moreover, the 1 hour mentor training will take place through Zoom and all of the required materials will be disseminated through email prior to the training. This will dramatically reduce in-person contact and impede the spread of infection.</td>
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<tr>
<td>AWSEM</td>
<td>AWSEM will be conducted remotely through Zoom. There will be no in-person contact and will ensure that no students or mentors are at risk of contracting COVID-19. AWSEM requires that students from both OSU and participating middle schools and high schools acquire materials before each session. With a total of 6 sessions, a materials list will be sent out prior to each, so mentees and mentors can participate in AWSEM and perform experiments. Mentors will concurrently perform and teach the experiments to mentees through Zoom, and the Community and Academic Outreach Chairs will also be present on Zoom to facilitate and answer questions.</td>
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<td>In-person Volunteering</td>
<td>All in person volunteering events through Sigma Delta Omega will be suspended such as volunteering at the Heartland Humane Society. Any volunteering that allows members to properly social distance at least 6 feet, wear a mask, and are not involved with a group of more than 10 people will be allowed. A list of approved in-person volunteer opportunities will be available via the Sigma Delta Omega Google Drive. Some examples of in-person volunteer opportunities will include research, and shadowing. These</td>
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Recruitment: All recruitment events will be delivered through zoom to ensure the safety and wellness of all members and potential new members involved. All interviews for membership intake will be conducted remotely and executive council/membership committee meetings for Associate Members decisions will be done via zoom.

New Member Education/Presentations: All New member education activities will be delivered remotely. The big little social will be done through zoom utilizing the breakout rooms for one on one interactions. For a meet the associated members social, zoom will be used again with breakout rooms for smaller groups. All new member education sessions will be done through zoom and online games will be played instead of any in-person games. During the new member education sessions, officers will be able to join the zoom and present remotely. Big hints will be done through a survey and then sent anonymously to the associated members. The member vote towards the end of the term will also be done over zoom with a required password only given to members. Voting will be done anonymously through a link during the zoom meeting.

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 positive
  - Changes to meal operations/member behaviors

Online Volunteering

Online volunteering will serve as a substitute for in person volunteering and will allow members to still benefit the community. These volunteer opportunities will be curated by the Community Outreach Officer and will be available to all members via the Sigma Delta Omega Google Drive. Online volunteering is a safer alternative to in-person volunteering and will mitigate the spread of COVID-19.
We will be communicating all term through email, zoom, and phone calls. Because we are unhoused we don’t plan to communicate or tell our members if someone tests positive for COVID because it shouldn’t affect the operations because they are all remote. In the event that an officer or executive council members gets sick we will communicate as a team regarding deadlines and duties of the officers and the Executive Council will be there to support.

**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?

We are unhoused so this does not apply to Sigma Delta Omega

**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?

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**Additional Information:**

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