COVID-19 Chapter Operation & Action Plan

**Chapter:** Alpha Epsilon Pi  
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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](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.

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**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 maintain 6ft distancing at all in-person events and wear masks whenever this is not possible. There will be a strict 6 attendee limit at all in-person events from no more than two distinct households. We will follow state, local, and university guidelines (whichever is more strict). A COVID-19 Chairman has been appointed who is responsible for educating the chapter on our guidelines, updating the chapter on the current status of the COVID-19 pandemic in the Corvallis area, encouraging members to get regular tests through TRACE, and enforcing the guidelines we have set. As part of new member education, new members will also be informed of and held accountable to the above policies.
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 virtual and conducted over Zoom. In accordance with the latest IFC guidance, all Spring recruitment events will be virtual and conducted over Zoom. Social activities, brotherhood events, new member education, and all other events will be limited to 6 participants maximum from no more than two households, following standard COVID-19 guidelines set by the state, university, and COVID-19 Chair. These events will be designed to be able to be quickly switched to a virtual format if need be in the case that guidelines change or there is a known case of COVID-19 within our membership. Our traditional philanthropy event, AEPuppies, is impossible to hold given the current circumstances. As such, we have no plans for hosting an in-person philanthropy during the pandemic. We are exploring options for hosting a virtual philanthropy event that allows us to follow all guidelines previously mentioned.
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

If any member is potentially exposed to the virus or receives a positive test result, they will be required to self-quarantine for 14 days to ensure no symptoms are present. If they are symptom-free after this period of time, they will be allowed to attend in-person events again wearing a mask and remaining socially distant. Any other members who came into contact with the potentially infected member will also be required to isolate themselves for the full duration of 14 days. In either of these cases, the CFSL will be contacted by our COVID-19 Chair for advice and guidelines to follow moving forward.

1 If your chapter has a common living facility.
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?

N/A
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?

N/A
Additional Information:

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