

Theta Delta Chi

COVID-19 Guidelines



An organizational starting point
and collection of resources for
increased planning, communication,
and action across all stakeholders
in Theta Delta Chi

*Note: This is a living document and is subject to change

FINDING FORWARD

Dear Brothers,

Months ago, confusion set in with the onset of COVID-19. Seemingly, no one was prepared for it-- including the Central Fraternity Office (CFO). Going from full operations to shelter-in-place in a matter of weeks, with host institutions going online right during Spring Break time, our lives were turned upside down. Sadly, seniors did not get the proper send off into the real world. Instead they are met with high unemployment from the economic devastation from the novel coronavirus. However, as our Preamble so eloquently states, we must improve and reform. We must learn from the situation and grow as an organization.

Everyone is preparing for a safe and healthy return; however, the threat of a second wave is looming. As such, we must plan, we must communicate, and we must respond. By preparing for the worst, and hoping for the best, we can and will not only survive as a fraternity, we will thrive. I implore you to explore all the resources available to you referenced in this document and beyond. A special thank you to Holmes Murphy, the NIC and Phired Up for their fraternity specific resources related to COVID-19.

Since March, starting with the Cease and Desist Order from the President of the Grand Lodge, we have been taking decisive action and providing guidance to individuals and groups. We created communication groups to share our message and actions and asked for feedback and best practices. Quite frankly, we do not have all the answers and never will, but as a community we can learn from one another.

We are asking for increased communications between the Charges, their alumni, their host institutions, family members and the CFO. By keeping everyone informed along the way, we can demonstrate that we are taking this seriously and that we are leaders during this time. Spectemur Agendo- "Let us be judged by our acts." Brothers need to not only be reminded of the importance of healthy hygiene practices, but also, how to plan for adjusted operations. This leadership development will prepare you for a successful career, so think of it not as a burden, but an opportunity to gain essential skills for the workplace.

The following information is provided in order to provide guidance for your respective Charge's operations for the upcoming academic term. This document is not a policy that will be enforced, but rather recommendations to prepare for a safe return. We ask that you include and abide by all CDC, state, local and host institution guidelines and policies when formulating your plans. COVID-19 has an ever-evolving landscape and decisions made by authorities can dramatically shift your crisis management plans (See Appendix A) education of members and your Charge's and Housing Corporation's operations.

This is not a comprehensive list of actions that can be taken, nor will it create a full and robust checklist. In the light of mutual esteem and dependence, should you need further assistance, please do not hesitate to contact the CFO for support. The Grand Lodge of Theta Delta Chi believes in preparing its members for a safe and responsible social life as we return to our respective campuses. Remember, you are not alone. If you need help, please email us at glstaff@tdx.org or call us at 1.800.999.1847.

In The Bonds,

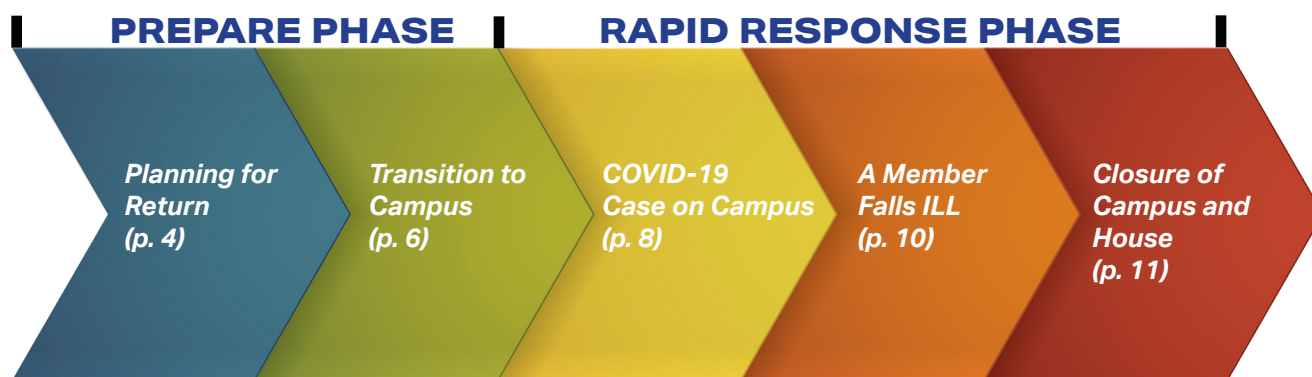
 Brian Bertges

Sigma Triton '00

Executive Director

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CONTENTS



Theta Delta Chi Central Fraternity Office
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WHAT: Prepare for Return

WHEN: 8-12 Weeks Prior to Classes

WHO: Undergraduate Leadership

UPDATE

- ☐ Collect emergency contacts for all members.
- ☐ Develop an on-line meeting structure and communication platform for Charge members.
- ☐ Review, update, and implement operations plan in accordance with CDC, state, local and host institution guidelines and policies, also create a Crisis Management Plan (CMP) in the event that another outbreak of COVID-19 occurs.
 - Provide feedback to Housing Corp on their CMP.
- ☐ Establish cleaning responsibilities & tracking system to ensure cleaning upkeep (See Appendix B) .
- ☐ Develop an adjustable budget.
 - Budget for items such as extra cleaning supplies and equipment, masks, and other COVID-19 related items.
 - Be mindful that events and operations may be adjusted due to health concerns and guidelines.
- ☐ Develop new member education in on-line format.
 - Test delivery with core group of members.

EDUCATE

- ☐ Reinforce healthy hygiene practices.
- ☐ Practice virtual recruitment techniques and plan (start immediately).
 - Update in-person recruitment events to align with gathering guidance issued by local government and university.

COLLABORATE

- ☐ Create plans to communicate accurate and timely information to the host institution, alumni board/housing corporation and the CFO.
- ☐ Contact event partners (i.e. local philanthropic and service partners) to set goals and expectations for the upcoming term.
- ☐ Partner with Housing Corporation on the delivery of services.
 - Cleaning, food preparation.
- ☐ Work with members to establish policies regarding size of functions prior to start of term (do not mandate, collaborate).
 - Plan for normal operations and COVID-19 Operations.
- ☐ Ask sick members to notify faculty and stay home. Establish procedures for members who are sick (with any illness) on campus.

WHO: Housing Corporations

UPDATE

- ☐ Create a Housing Plan that outlines the plan of action if a member tests positive for COVID-19.
 - Consider using Holmes Murphy's "What's The Plan" document when creating your Housing Plan. It provides guidelines and insight on how to create a plan for if a member contracts COVID-19 and is available [here](#).
- ☐ Develop information-sharing systems with partners.
- ☐ Establish cleaning responsibilities & tracking system to ensure cleaning upkeep (See Appendix B).
- ☐ Review and adjust lease documents (if owned by Housing Corporation).
 - Consider adopting the use of Holmes Murphy's housing waiver, that can be found [here](#).
 - Consider making addendum to current leases (if not feasible to future leases) to allow for plan if host institution goes virtual.
 - Refund policy
 - Refund Timeline (Credit or Distribution)
 - Clause if infected (prorate rent, terminate lease, etc.)
 - Ensure all addendums are in accordance with the Fair Housing Act and local tenant rights and responsibilities, information regarding the Fair Housing Act can be located [here](#).

EDUCATE

- ☐ Reinforce healthy hygiene practices.
- ☐ Assess group gatherings to determine critical versus non-critical events.
- ☐ Review all CDC, federal, state, local and host institution guidelines in reference to COVID-19.

COLLABORATE

- ☐ Create plans to communicate accurate and timely information to the host institution, Charge alumni body, family members, members, contracted employees/services and the CFO.
- ☐ Help undergraduates establish cleaning responsibilities & tracking system to ensure cleaning upkeep. (See Appendix B)
- ☐ Contact contracted companies to identify their plan on the delivery of services in the event of a COVID-19 outbreak.
- ☐ Help establish procedures for members who are sick (with any illness) on campus.
- ☐ Consider ways to accommodate the needs of members and live-in staff/advisors
- ☐ Work with members to establish policies regarding size of functions prior to start of term (do not mandate, collaborate)
 - Plan for normal operations and COVID-19 Operations
- ☐ Consider asking Alumni for donations and dues in order to create an emergency/rainy day fund if one is not already established.



WHAT: Transition to Campus

WHEN: Begin 2-3 Weeks Prior to Classes

WHO: Undergraduate Leadership

UPDATE

- ☐ Review all CDC, state, local and host institution guidelines and policies and update your CMP as necessary to include any new or updated information.
 - You can contact Fraternity and Sorority Life (FSL) for host institution guidelines and policies.
 - Communicate any new or updated information with members, and alumni board/housing corporation.
- ☐ Inventory cleaning supplies, including masks, prior to the start of the academic term.
 - Monitor housing supplies in conjunction with the Housing Corporation to ensure proper cleaning supplies are available.
 - For disinfection most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available [here](#).
- ☐ Set up a calendar to monitor inventory, reorder as necessary.
- ☐ Update active membership roster on GreekTrack prior to the start of the academic term.
 - The roster should reflect any members that chose not to matriculate due to COVID-19.
- ☐ Establish a duty list for members to provide cleaning maintenance (Cleaning efforts should enlist all Brothers throughout the academic term).
 - Cleaning and House maintenance is the responsibility of all Brothers.

EDUCATE

- ☐ Educate members on CDC guidelines regarding cleaning and disinfecting thoroughly.
 - CDC most recent guidelines can be found [here](#).
- ☐ Implement strategies to continue education and other related supports for members.
 - Post "7 Steps of Handwashing" poster guidelines in bathrooms and kitchen (See Appendix C).
 - Post "Stop the Spreading of Germs" poster in common space areas and bulletin boards (See Appendix C).
 - Have members provide information on the Charge's plan to family members, host institution, housing corporation and CFO.

COLLABORATE

- ☐ Review CMP at the first meeting.
- ☐ Establish regular monthly meetings with the Housing Corporation/ Alumni Association for support and guidance.

WHO: Housing Corporations

UPDATE

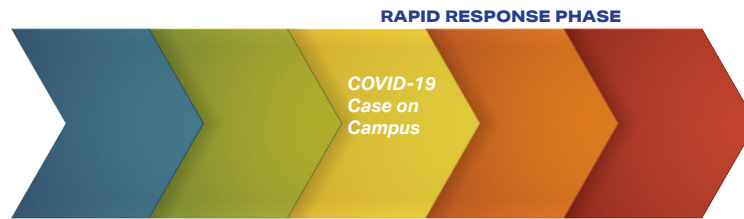
- ☐ Review all CDC, state, local and host institution guidelines and policies and update your CMP as necessary to include any new or updated information.
 - Communicate any new or updated information with students, staff, and faculty.

EDUCATE

- ☐ Educate members on most recent CDC guidelines regarding cleaning and disinfecting thoroughly.
 - CDC most recent guidelines can be found [here](#).
- ☐ Implement strategies to continue education and other related supports for members.
 - Post “7 Steps of Handwashing” poster guidelines in bathrooms and kitchen (See Appendix C).
 - Post “Stop the Spreading of Germs” poster in common space areas and bulletin boards (See Appendix C).

COLLABORATE

- ☐ Review CMP at the first meeting.
 - Share final CMP with undergraduates.
- ☐ Work with undergraduates to inventory cleaning supplies, including masks, prior to the start of the academic term.
 - Monitor housing supplies in conjunction with the undergraduates to ensure proper cleaning supplies are available.
 - For disinfection most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available [here](#).
- ☐ Establish regular monthly meetings with the undergraduate leadership to provide support and guidance.



WHAT: Begin Rapid Response

WHEN: COVID-19 Confirmed on Campus

WHO: Undergraduate Leadership

UPDATE

- ☐ Coordinate with local health officials and institutional partners to determine most current guidelines.
 - Communicate any updates to members and Housing Corporation.

EDUCATE

- ☐ Implement COVID-19 CMP and initiate communication channels to all stakeholders. Mass membership electronic communication to share policies and strategy at onset.
 - Move new member education, meetings and other events to online.
- ☐ Post "10 Things to You Can Do to Manage Your COVID-19 Symptoms at Home" (See Appendix C) on the Bulletin Boards and in all common areas.
- ☐ Educate members on most recent CDC guidelines regarding cleaning and disinfecting thoroughly.
 - CDC most recent guidelines can be found [here](#).

COLLABORATE

- ☐ Work with FSL to determine infected areas on campus.
 - Share this information with members and encourage them to cross-reference areas and evaluate the potential risk of exposure.
 - Share significant findings with the host institution.
- ☐ Communicate relevant information to members, housing corporation, family members, and CFO.
- ☐ Members identified as contacts of individuals with COVID-19 should not necessarily be sent to their permanent homes off-campus.
 - Refer to CMP and local health officials for guidance.

WHO: Housing Corporations

UPDATE

- ☐ Ensure continuity of safe housing.
 - Work in close collaboration with local public health officials to make all decisions related to fraternity housing.
- ☐ Ensure continuity of meal programs.
 - Work with vendors to ensure safety of staff and members, in food delivery.

EDUCATE

- ☐ Implement COVID-19 CMP and initiate communication channels to all stakeholders. Mass membership electronic communication to share policies and strategy at onset.
- ☐ Post “10 Things to You Can Do to Manage Your COVID-19 Symptoms at Home” (See Appendix C) on the Bulletin Boards and in all common areas.
- ☐ Educate members on most recent CDC guidelines regarding cleaning and disinfecting thoroughly.
 - CDC most recent guidelines can be found [here](#).

COLLABORATE

- ☐ Work with undergraduates to coordinate with local health officials and institutional partners to determine most current guidelines.
 - Communicate relevant information to members, family members, contracted services, and CFO.
 - Contact general alumni if it impacts house operations.
- ☐ Residents identified as contacts of individuals with COVID-19 should not necessarily be sent to their permanent homes off-campus.
 - Refer to CMP and local health officials for guidance.





WHAT: Implement Charge Plan

WHEN: A Member Falls Sick

WHO: Undergraduate Leadership

UPDATE

- ☐ Contact local health provider for guidance.

EDUCATE

- ☐ If required to quarantine, follow local health guidelines and also refer the individual to their lease. If there is no addendum or clause, contact the Housing Corporation for guidance.

COLLABORATE

- ☐ Advise member to inform Housing Corporations/Landlords of their health status.
- ☐ If suspected to be COVID-19, initiate contact tracing with infected individuals and share with campus health officials, professors and CFO to combat potential spread.
- ☐ If confirmed to be COVID-19 case, communicate information and plan of action to members, family members, host institution, and CFO, in conjunction with the Housing Corporation.

WHO: Housing Corporations

UPDATE

- ☐ Contact local health provider for guidance.
- ☐ Utilize the Housing Plan that outlines the plan of action for if a member tests positive for COVID-19.

EDUCATE

- ☐ If the member is required to quarantine, follow local health guidelines as well as your lease.
- ☐ If confirmed to be COVID-19 case, communicate information and plan of action to members, family members, host institution, and CFO, in conjunction with the undergraduate leadership.

COLLABORATE

- ☐ If suspected to be COVID-19, initiate contact tracing with infected individuals and share with campus health officials, professors and CFO to combat potential spread.
- ☐ Submit a claim to insurance provider/broker regardless of coverage just in case litigation to call for insurance to pay is awarded.



WHAT: Implement Closure Plan

WHEN: Closure of campus and house

WHO: Undergraduate Leadership

UPDATE

- ☐ Review the most recent information provided by campus regarding closure, gathering guidelines and safety recommendations.
- ☐ If decided that the residence will be closing follow the move out plan in place by Housing Corporation.
- ☐ Cease all non-essential gatherings such as Charge meetings, recruitment events, and social events.

EDUCATE

- ☐ Share all relevant information on the current situation with members, family members, Housing Corporation and CFO.
- ☐ If Fraternity residence is closing, communicate move out plan to members, family members, host institution staff, and CFO.

COLLABORATE

- ☐ Notify local police department of vacancy and/or if tenants are still present.
 - Provide point of contact for police and host institution.

WHO: Housing Corporations

UPDATE

- ☐ Activate Information Sharing System and communicate all actions and check-ins immediately with all stakeholders (members, alumni board and general members, tenants, family members, host institution staff, CFO, etc.) through a virtual conference call(s) and email.
- ☐ Implement COVID-19 closing procedures and checklist (See Appendix C: Holmes Murphy COVID-19 Closing Procedures Checklist).
 - The checklist and additional information regarding Fraternity operations can be found [here](#).

EDUCATE

- ☐ Communicate the move out plan with members, family members, host institution and CFO.

COLLABORATE

- ☐ Establish guidelines with undergraduate leadership on how are belongings secured and removed.
- ☐ Determine exceptions to stay (may include extreme circumstances like: foreign-exchange students, internships, homelessness, can't afford to return home, etc.).
- ☐ Notify local police department of vacancy and/or if tenants are still present.
 - Provide point of contact for police and host institution.

Resource Guide

Sample Crisis Management Plan (Holmes Murphy)

http://www.holmesmurphy.com/fraternal/wp-content/uploads/sites/2/2019/09/HMA_CRI-SIS-MANAGEMENT-PLAN-2019.pdf

COVID-19 Housing Waiver (Holmes Murphy)

https://www.holmesmurphy.com/fraternal/wp-content/uploads/sites/2/2020/05/HM_Housing_Agreement_Amendment-1.docx

Guidance for Cleaning and Disinfecting (CDC)

<https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>

List of Disinfectants for Use Against COVID-19 (EPA)

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

Health and Safety Posters (CDC)

<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=-Date%3A%3Adesc>

Housing Corporation Guidance for Dealing with COVID-19 (Holmes Murphy)

<https://www.holmesmurphy.com/fraternal/wp-content/uploads/sites/2/2020/05/Whats-The-Plan-1.pdf>

Fair Housing Act Resource (Holmes Murphy)

<https://www.holmesmurphy.com/fraternal/wp-content/uploads/sites/2/2020/05/Fair-Housing-Act-Resource.pdf>

House Closing Procedure Checklist (Holmes Murphy)

<https://www.holmesmurphy.com/fraternal/wp-content/uploads/sites/2/2020/04/HMFP-Coronavirus-Related-Closure-Checklist.pdf>

Fraternity and Sorority Resource Page (Holmes Murphy)

<https://www.holmesmurphy.com/fraternal/resources/resources-sororities-fraternities/>

APPENDIX A

SAMPLE CRISIS MANAGEMENT PLAN

[This is a draft of the proposed crisis management plan. This example was modified utilizing Holmes Murphy's Sample Risk Management Plan. To see the original document click [here](#)]

IF A CRISIS HAPPENS...

1. The Chapter President (or officer next in line if the President is not present) takes charge.
2. Call Emergency Number(s), usually 9-1-1, so appropriate emergency personnel (police, fire, and ambulance) can respond. Cooperate fully with the needs of any public safety organization seeking to help you or protect your safety.
3. Restrict access to the chapter house at once. The President must have complete control of the situation, and be aware of who is in the area. Permit only your members and appropriate officials to enter.
4. Assign one or more responsible members to calmly guard the door.
5. Do not tamper with any part of the area involved in the incident, specifically things that might be construed as evidence or areas involved with the incident.
6. Call the Executive Director/Headquarters at 1.800.999.1847 ext. 3. glstaff@tdx.org
7. Notify your Chapter Advisor:
 Chapter Advisor: _____
 Email: _____
 Home/Work/Cell Telephone: _____
8. Assemble your members in a group (in case of fire, assemble outside, in front near the street). All should remain calm. Explain that there is an emergency, but that it is under control. Remind members that only the President or Chapter Advisor can speak for the Fraternity — members are not to speak to anyone (including friends, girlfriends, parents, the university) about the crisis.
9. Do not discuss details, speculate on events or otherwise elaborate on the situation. Often, litigation follows crisis. Statements made can be used in court.
10. Contact appropriate campus officials:
 Campus Official Name/Title: _____
 Email: _____
 Home/Work/Cell Telephone: _____
11. Fully cooperate with appropriate authorities.
12. No clothing with the Fraternity's name should be worn during the investigation period.
13. Submit all requested information about the incident to the National Headquarters in a timely manner.

DEALING WITH THE MEDIA

- Depending on the circumstances, the National Headquarters may take over any direct contact with the media including the issuance of a press statement.
- If contacted, only the President or Chapter Advisor should speak for the chapter if the National Headquarters provides this direction.
- Avoid "no comment" as it leads to speculation. Instead, make a simple statement: "We are aware that an incident occurred and are cooperating fully with all parties who are investigating."

SERIOUS INJURY OR DEATH OF A MEMBER

- DO NOT NOTIFY THE PARENTS. Medical or police personnel who are trained in this will notify the family. After you know that the family has been notified, it is appropriate for a chapter representative to call and share your concern.
- In the event of a death, do not remove any personal items from the room. Do not let members enter the room. Allow only authorized personnel to enter the room. If possible, keep the door locked. Ask the family what their wishes are in regard to the member's possessions. You may offer to pack them in boxes, but it is more likely that the family will want to do this themselves. Before they arrive, be sure that any borrowed items are returned. When the family arrives, have empty boxes available and offer your help. Understand that this is a difficult time for them and they may want privacy.
- If the family allows member attendance, provide details for members.
- In the case of serious injury or illness, find out the visitation wishes of the family and coordinate this with members of the chapter.

FOLLOW-UP

University staff is usually available for member counseling and general assistance. Individual and group counseling is strongly recommended following any crisis. The National Headquarters will often have mental health and/or counseling resources available for members.

CAMPUS RESOURCES

Campus Police

Phone # _____

Location _____

Website _____

Counseling Center

Phone # _____

Location _____

Website _____

Health Center

Phone # _____

Location _____

Website _____

Office of Fraternity and Sorority Life

Phone # _____

Location _____

Website _____

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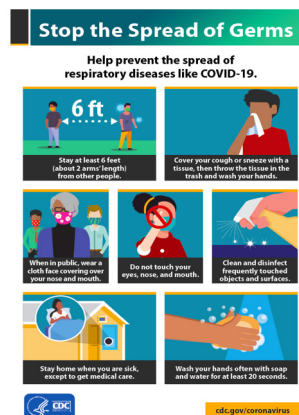
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APPENDIX C

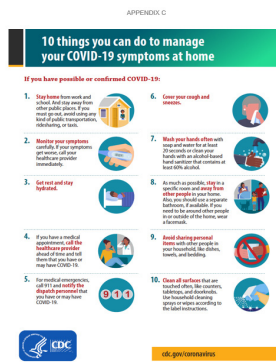
Resource Guide Highlights



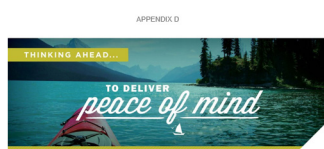
<https://www.highspeedtraining.co.uk/hub/7-steps-of-hand-washing-poster/>



<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>



<https://www.cdc.gov/coronavirus/2019-ncov/downloads/10Things.pdf>



<https://www.holmesmurphy.com/fraternal/wp-content/uploads/sites/2/2020/04/HM-FP-Coronavirus-Related-Closure-Checklist.pdf>