



Delta Gamma
1873

Housing Guide

RE-OPENING IN FALL 2020

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SECTION 1

OVERVIEW AND HOUSING SCENARIOS

The goal of this guide is to assist local house corporations in creating a return to campus plan. As every house and university/college is unique, the ability to give a general guideline for all facilities to follow is impossible. However, it is our hope that by providing suggestions, resources and questions to be researched, the result will be that each house corporation will have a plan that can be shared amongst their collegiate membership, alumnae and advisers for re-opening the house.

This guide will be continually updated as more information, questions and protocols are brought to light. Consider this the first installment. We appreciate all the information we have gotten from local volunteers, as we know the task is overwhelming at times and the landscape ever evolving. We welcome your feedback.

Where to Begin:

The first thing in creating a plan to re-open is to be in contact with three important entities. Delta Gamma is not the final authority when it comes to much of Pandemic protocol. **The three bodies to look to for guidance are: your local city or municipality's health department, your state and your university/college's student life department.**

While Delta Gamma can help inform things like budgets, equipment and logistical operations, the ultimate guidelines will be set by your geographical area and campus student/residence life. This would also include what Panhellenic has determined is the style of recruitment that will take place on your campus for this upcoming year.

Once you determine what type of learning situation your university/college will be engaging in this fall, the next step is to look at how you can adapt to your local/state and university mandates with regards to housing operations.



Scenario 1: Your university is going to be virtual the first term. Below are questions and areas to consider for this situation.

- i. Will you close the house for the fall term if the university is not having students on campus until after Christmas?
- ii. Will you open the house to those members who want to live there while attending classes virtually?
 - a. Is it cost effective to do so?
 - b. How many members will make it so?
- iii. If the house will remain closed during fall term, the 2020/21 HC budget will need to reflect no services during this time period.
 - a. This includes food service, cleaning, lower utilities if HC provides them, and some maintenance as the house is not being utilized in the same way.
- iv. Contact your caterer or food provider to let them know if you will have residents or not and if so, how many to expect for meals.
 - a. Do you have a limited number of live ins?
 - b. Do you have a residential kitchen?
 - c. Perhaps a smaller number of live-in members can utilize the residential kitchen for their own food preparation.
- v. How will you be handling your employees?
 - a. Will the House Director (HD) remain at the facility?
 - b. Will her hours be cut to reflect periodic security checks vs. full time work?
 - c. Will the HD or other staff need to be furloughed for a certain period?
 - d. Please work with your HR Business Partner who is listed under the employment section of this guide.
- vi. You will need to communicate your decision as soon as possible with the live-in members so they will know whether to find alternative housing or not. If the house is closed, room agreements will **not** be enforced until the house opens the following term.

Scenario 2: Your university or college is coming back to in-person classes but with an abbreviated schedule such as earlier in August and out at Thanksgiving until February. Below are questions and areas to consider for this situation.



- i. You will need to have the facility cleaned/sanitized prior to move in. Be aware of dates including if there will be a form of in-person recruitment happening prior to school starting.
- ii. Know the university guidelines for how many residents per room and if there are any other space restrictions for sleeping rooms. If your facility has sleeping porches/cold dorms, you will need to make arrangements to redistribute the beds. See suggestions under the sleeping section of the guide.
- iii. Assist in plans for move-in. Most universities are providing for longer periods of time to move in with smaller amounts of people including limited family or support systems.
 - a. Work with the chapter leadership and your house director to make sure everyone is aware of the times and processes.
- iv. Arrange the dining room tables to be six feet apart and less members per table. Create a plan for staggered dining with more times and less people at each meal.
 - a. How will non-live in members receive meals? At the house during staggered mealtimes or curb-side pick-up?
- v. Contact your caterer or food service provider to let them know the new calendar for fall term and adjust the contract. Ask about their plan for providing safe food distribution and if you need to rearrange serving lines or purchase additional food containers.
- vi. Additional or heightened cleaning will need to take place. Focus on common points of contact such as door handles, bathrooms and table surfaces on a daily if not more schedule.
 - a. Information on purchasing cleaning products and other equipment is found in the cleaning section of this guide.
- vii. What is the school's recommendation with regards to guests?
 - a. Who are they allowing in the residence halls and when? This might be tied to local and state guidelines of groups and social distancing. Be aware of how that will affect your operations.
 - b. If no guests are allowed, does that include non-live in members?
 - c. Will only those with key fobs or codes have access?
 - d. Will this include alumnae and advisers?
 - e. Be cognizant that everyone entering the facility who does not live there regularly, can jeopardize the safety of live-in members and staff.



- viii. Will your employees still receive their full pay during the period from Thanksgiving until February reopen?
 - a. Can they be given less hours or furloughed for part of the time?
 - b. Work with your HR Business Partner listed under the employees' section of this guide, on ways to reduce cost to the chapter while still providing check-ins on the property.
- ix. Your 2020/21 HC budget will not need to be reduced as much but may need to reflect a shorter catering contract and no cleaning when members are absent. It will also need the 5% reserve reduction and training fee elimination.

Scenario 3: Your university/college is returning at the normal time and there is in-person learning taking place. You anticipate the house being at or near capacity and most operations taking place as before. Below are questions and areas to consider for this situation.

- i. Most locations will still have some social distancing guidelines in place. Find out what the university/college is using as their protocols and try to mirror as close as possible.
- ii. With regards to recruitment, find out what your campus Panhellenic requirements are and work with the chapter leadership to accommodate while maintaining the safety of students in and out of the facility.
- iii. Your current 2020/21 budget will only need the 5% reserve reduction and training fee eliminated.
- iv. Know the university guidelines for how many residents are permitted per room and if there are any other space restrictions for sleeping rooms.
 - a. If your facility has cold dorms/sleeping porches, you will need to make arrangements to redistribute the beds. See suggestions under the sleeping section of the guide.
- v. Assist in plans for move-in. Most universities are providing for longer periods of time to move in with smaller amounts of people including limited family or support systems.
 - a. Work with the chapter leadership and your house director to make sure everyone is aware of the times and processes.
- vi. You will need to arrange for additional cleaning of all common areas and touch points and be aware of any university guidelines as to guests entering the facility.



- vii. You will need to make sure the physical space and furnishings are conducive to social distancing.
 - a. This includes dining room tables moved apart with less chairs at each, couches in lounge areas moved apart, possibly adding additional TVs to allow less women in viewing areas.
- viii. What is the school's recommendation with regards to guests?
 - a. Who are they allowing in the residence halls and when? This might be tied to local and state guidelines of groups and social distancing. Be aware of how that will affect your operations.
 - b. If no guests are allowed, does that include non-live in members?
 - c. Will only those with key fobs or codes have access?
 - d. Will this include alumnae and advisers?
 - e. Be cognizant that everyone entering the facility who does not live there regularly, can jeopardize the safety of live-in members and staff.

Guidance on masks, temperature taking, reduced live-in requirements and vendor access will be addressed in upcoming sections.



SECTION 2

MOVE IN

Move in time during normal circumstances can be a tricky proposition. Considering the current conditions, it is even more important to have a detailed plan to ensure that live-in members and their support systems feel safe during the process. **We recommend creating a staggered move in plan with a limited number of people.** In the past, you may have had members move in over a two-day period. Now, think about having move in over a 3- to 5-day period, depending on the number of members you have. House Corporations, the director of house management and the house director should work together and consult with CMT as you finalize your move in plan. Some universities and colleges are adopting a two-prong approach. Those members who live closest to the school can come early in small staggered groups, get their belongings and room situated and then leave. Then those traveling from farther away would come in small groups 3-5 days prior to the start of the term and those close by would return at the end of that period. Again, the goal is to mitigate large numbers of members and their guests returning around the same time. We would also recommend that the chapter limit the number of guests or helpers to 1-2 people maximum per live-in member.

We require masks/face covering for everyone during the move in process, including helpers. Roommates should not move in at the same time. No more than 10 people should be on one floor at any given time, including helpers. If possible, hallways and stairwells should be designated as “one way in” and “one way out” to avoid unnecessary physical contact.

A suggested system to have members sign up for a timeslot to move in is using a website like signupgenius.com. This way the schedule can be managed, shared and accessed electronically.

Once you decide how long each member will have to move in, likely a two-hour time block, please be sure to communicate to the members that their helpers are no longer able to stay in the house after their time block has ended. Many times, our members will go out to lunch and a store with their helpers, then



return to the house to unpack, etc. Please let them know that **this cannot happen this year**. They are welcome to go with their helper/parent but need to return to their room alone. Lessening the traffic in and out of the house and contact with others during this transition is the best way to ensure everyone's safety.

Hand sanitizer should be available during move in for everyone's use. You should also have signs posted throughout the house about hand washing and social distancing. The CDC has signs you can print and hang:

- [Handwashing Posters](#)
- [Other Printable Resources](#)

The house director has typically played a role in move in day. That may have been to greet live-in members, sit at a sign-in table and hand out keys/other materials, or simply be on hand to run errands or assist with questions regarding the house. This fall the house director will want to be sure and maintain a safe distance from all members and guests. We recommend she wear a face mask during move in days. She may even ask to opt out of participating this year. Perhaps she could be of assistance in her quarters doing administrative work or being available to just the chapter officers and director of house management. Please be sensitive to her situation as needed.



SECTION 3

SLEEPING ROOMS

Once it is determined what scenario your house is operating under (see overview and housing scenarios section of this guide), the next step is to follow university and/or local municipal guidelines for how many members can be in a sleeping room.

If your house is not at full capacity and a percentage of members are not returning in the fall, this may not be an issue as less members will be living in the house automatically. Alternate budgets were sent to address this possible scenario. However, if your house is at or near full capacity, and the university or city mandates only one person per room or two at the most and you have all doubles or some triples/quads, you will need to make a plan to accommodate those guidelines. The CDC has also published guidelines that have a square footage per person amount for each of your sleeping rooms or spaces. While it is the house corporation's responsibility for the movement of furniture such as beds/dressers and to rearrange areas such as sleeping porches, it is the chapter's responsibility to decide who lives in. They will have to follow a point system if the reduction of members does not happen voluntarily. We suggest they first ask if any members are willing and able to live elsewhere. Then, if more women need to be let out of their room agreements, a point system like the one used to fill the house will be used. The sooner this is executed, the better to allow members to find alternate housing.

If there are no restrictions placed on the number of residents in a room or the house naturally has all doubles and singles similar to rooms in residence halls, then the next issue to address is if the house is not full. Decisions regarding room agreements will be handled through Honor Board. Please direct any questions regarding room agreements to your chapter's vp: social standards. We understand there may be members who do not feel safe living in a sorority house due to underlying health issues. Chapters will be able to use their accumulated surplus to address any gaps created by decisions resulting in members being let out of their room agreements. The chapter will still be held to the final approved Annual Agreement regardless of the number of live-ins.



For university owned housing, the university dictates the process for being released from living in the house and any cost associated with that.

If the house has sleeping porches or cold dorms, for the purposes of social distancing and safety, the space will need to be reconfigured to accommodate less women. An architect may be used to figure out the square footage needed per woman. Bunk beds can be problematic as they may not provide adequate protection between women. Rooms that were normally used for desks, dressers and chairs, may now need to be used for sleeping rooms with beds to assist with lowering the number in the sleeping porch. You will need to work with the local fire marshal to be sure that any repurposed rooms have proper egress and are sprinkled. Work with the director of house management and the CMT to determine what room layout makes the members feel safe and comfortable. The chapter should also come up with their own expectations of keeping themselves and their belongings a safe distance from one another and keeping rooms as clean and as hygienic as possible to be respectful of those around them.

If the university or local municipality is requiring a smaller number of students in the house altogether, or specifically in the sleeping rooms, the chapter will still be held to the approved Annual Agreement. Please refer to the budget section for more on reducing costs. Our goal is not to burden the chapter, but to anticipate that there will be a possibility of less women living in the house and cut back where possible.



SECTION 4

DINING OPTIONS

Food service will look very different this year. Buffet lines will most likely be replaced with food being served by kitchen staff with proper protective equipment or in reusable to-go containers. If you are using a food service company, they should have already been in touch with you about their plans for the fall term. If not, please reach out to them ASAP. If you have a chef on payroll or are using a local food service company, please be sure they are planning something like our national partners including Campus Cooks, College Fresh, College Chefs, Upper Crust, and more.

The goal for the coming school year is to restrict the number of people allowed in the kitchen and dining room at one time so that everyone can stay at least 6 feet apart from one another. This will take some coordination and furniture moving. The easiest way to accomplish social distancing is to move tables six feet apart and reduce the number of chairs at each table to half of what would typically be available. In turn, that necessitates a smaller number of members at each table, which means you may need to extended mealtimes.

An example would be if you normally have 48 members eating at 5:00-6:30 at eight tables of 6. Now you might need to have 48 members eating at 5:00-7:00 with 3 people to a table. Many local health departments are conducting inspections of both dining and sleeping areas to ensure proper social distancing is in place. Members should not be seated across from each other but rather adjacent. A three person V shape is a popular set up.

The chapter should decide how to manage this process, but ultimately having less members sitting farther apart will need to be coordinated with your food service provider or chef and kitchen staff.

No one should share dishes, drinking glasses, cups or eating utensils. Non-disposable food service items used should be handled with gloves and washed with anti-bacterial dish soap and hot water or in a dishwasher. Wash hands



after handling used food service items. Use gloves when removing garbage bags and handling/disposing of trash.

Ice machines or chests that typically use a scoop will need to have a box of gloves available and direct members to put gloves on before scooping ice to keep from contaminating ice cubes. A trash can placed nearby can capture gloves after use. Similarly, gloves should also be available near self-service stations such as kitchenettes where members make coffee, use the microwave or open cupboards or appliances.

If live-out members have signed up for a meal plan in the past, there are a few options for this year. One is to let them out of the meal plan altogether as it may be too difficult to accommodate them. This is especially true if only live-in members with key fobs or access codes are allowed in the facility the first term. See the guest section for more information on this topic. Other options are to offer live-out members curbside pick-up at a designated place and time. They would get to go boxes with their allotted meals. A final option would be to have live-out members sign up for specific days and times for the first term and then provide enhanced safety measures and cleaning after those meals. As with many of our suggestions, looking to the university or college dining service for guidance may provide answers and support in making these decisions.

Here are additional food service resources that you may find helpful.

- Greek House Chefs' [webinar with MJ](#)
- [COVID-19 Action Plan](#) and [statement](#) from Greek House Chefs
- Upper Crust's [webinar with MJ](#)
- Upper Crust Food Service's [Post COVID-19 Operational Plan](#)
- [Essential product price list and ordering](#)
- Campus Cooks: [COVID-19 Preparedness Guidelines](#)



SECTION 5

CLEANING

Cleaning is probably one of the most commonly discussed topics during this unprecedented time. Maintaining a level of safety through vigilant cleaning practices and high-quality products is one of the ways to provide confidence to members, their families and employees. We understand there is much information and guidance available and it can be overwhelming and daunting to know what products to purchase and how much. **The Office of Housing is sourcing hand sanitizer, disinfectant supplies, gloves, masks and more and has sent house corporations and house directors information about how to place orders.** We have special pricing through a company called **Ferguson** and they have asked us not to share their pricing with any of their competitors as this is a unique opportunity for select sororities. We are working to streamline the ordering process and offer house corporations a one stop shopping experience. Please note that we are asking house corporations to absorb the cost of the additional COVID-19 related cleaning products in an effort to assist the chapter who will be carrying the cost of possible empty beds. Normal disposable items will still be covered by the chapter budget.

If you have cleaning staff or use an outside company, having an interview with them prior to the house opening is highly suggested. Setting expectations up front in this new environment will protect you from any operational issues down the road. Here's what you should talk with them about:

- Ask what type of products they are using.
- Discuss the frequency of cleaning and high traffic areas such as bathrooms, mail room, lounges and points of contact such as doorknobs and entrances.
- Reiterate that they should be wearing proper protective equipment when cleaning at the house.
- As with all staff and vendors coming from outside the facility, we suggest having a temperature check upon entering the building. You can work with your house director or member of CMT to facilitate this.
- Have a plan and be ready to share the plan if a member becomes ill. If they are not able to move to a designated residence hall or return home,



what will the protocol be to clean their guest room and bathroom during quarantine?

- Again, asking about products and protective equipment as well as timing is important ahead of this event.

Directors of house management and house directors need to work together to make sure there are enough disinfecting wipes/spray/paper towels/hand sanitizer on site to clean surface areas frequently. Members will need to wipe surfaces down after each use. This includes faucets, sinks or tables, among other surfaces. Your cleaning staff or company will not be able to provide this 24/7.

Members must take accountability for sanitizing areas themselves in addition to what Delta Gamma is providing. Students must be responsible for themselves and their rooms at a higher level than ever before.

Shared bathrooms should be cleaned regularly using EPA-registered disinfectants, at least twice per day (e.g., in the morning and evening or after times of heavy use). ([View list](#) of recommended disinfectants to use). Make sure bathrooms are continuously stocked with soap and paper towels or automated hand dryers. Hand sanitizer could also be made available. Make sure trash cans are emptied regularly. Provide information on how to wash hands properly. Hang [signs](#) in bathrooms including limiting the number of members in the space at one time.

Residents should be instructed that sinks could be an infection source and should avoid placing toothbrushes directly on counter surfaces. Totes could also be used for personal items to limit their contact with other surfaces in the bathroom. Totes must not be left in open air cubbies as in the past. Members should return all items to their rooms when they are finished. A suggestion is to have containers or buckets to place their wet totes in once they return next to each member's space. Towel hooks or wracks could be placed next to a desk or by a closet for members to hang their damp items.

A big change compared to past years is the number of items in general left throughout the facility. A meeting at the beginning of the term regarding what behaviors will need to change is essential to the safety of the members of the house. It is impossible to limit contact from outside as the members will be



attending classes and going to local establishments. Therefore, taking their belongings that they bring into the house directly to their rooms versus leaving them on a table, piece of furniture or floor is part of the new norm now. This also includes leaving dishes around the house. The chapter is self-governing, and they will handle any infractions through their Honor Board system. However, it should be known that frequent disregard for others safety is grounds for more serious consequences. **There has never been a time where doing good and being your best self for your sisters has been more important!**

Laundry rooms

Maintain access to and adequate supplies in laundry facilities to help prevent spread of COVID-19. Restrict the number of people allowed in laundry rooms at one time to ensure everyone can stay at least 6 feet apart. Provide soap for washing hands, as well as household cleaners and disinfectants for residents and staff to clean and disinfect buttons, knobs and handles of laundry machines, laundry baskets and other shared laundry items. Post guidelines for doing laundry such as washing instructions and handling of dirty laundry. Make sure women do not leave clothes in the laundry area to dry. Providing hooks or wracks for drying delicate items in each room allows wet clothes to not come in contact with the airborne virus.

[Cleaning and Disinfecting Your Facility: Laundry](#)

[Cleaning and Disinfecting Your Home: Laundry](#)

Signage

Post [signs](#) throughout the facility reminding members of hand washing, personal space cleanliness and social distancing based on their state's guidelines. For areas such as TV lounges or study spaces, a sign may be posted limiting the number of women in each room at a time. House corporations may need to repurpose areas of the house to allow for fewer women to be together in safe distances but still enjoy the fellowship of watching a program or studying for an exam.

Visitors

Houses should be limited to those living there. Each chapter needs to decide if [members](#) who do not live in the house can have access to the house. For information on the budget ramifications of this decision, refer to the budget



section. **Chapters are strongly encouraged to hold meetings in other spaces or virtually if needed while social distancing.** This includes advisers, alumnae and even house corporation officers. They should visit the house on a limited basis and with masks. Staff like chefs or cleaning personnel or any maintenance vendors need to have protective equipment on and be temperature checked before beginning work. Most catering companies will do this automatically as part of their protocol. Even vendors such as a handyman who has been with the organization for years is still a possible carrier of COVID-19. All outside visitors should be treated the same way to maintain our safety procedures and should be limited as much as possible. Additional cleaning after a maintenance project or repair is suggested.



SECTION 6

SAFETY & QUARANTINE

Delta Gamma houses and the chapters that call them home were designed and cultivated for one thing: sisterhood. This is in direct conflict with the world we face in the coming academic year. Community living and pandemics don't go together. Yet as we try to navigate the re-opening of our houses to current and new members, we must find a safe way to operate. Much of the guidance Delta Gamma leadership gives is directed at the chapter itself. Why is that? They ultimately are the only ones in control of their behavior. We have a longstanding philosophy of self-governance and this is no exception. **House Corporations can lay the groundwork, provide the structure, tools and resources to steer the chapter in a way that results in safer interaction, but ultimately it is their choices that govern how the house operates.**

Similar to renting a space in an apartment complex, rental home or residence hall, the owner, landlord or university can put into place some rules as to the use of the space, but they can only go so far in keeping people from being in contact with others. Below are our recommendations with regards to certain safety protocols.

Masks

Per the new [Pandemic Code of Conduct](#) released this month, members will be required to wear masks in all common areas of the house. The exception is while eating if the dining room is utilized and in their sleeping rooms. This document will be signed via greekbill by every returning member regardless of living in the chapter facility. This may mean that chapter purchases masks for all members or they ask members to provide their own masks. Regardless, if members break those expectations, the chapter will deal with the infraction through the Honor Board process. This way the chapter creates their own level of safety and holds each other accountable. Employees will be mentioned in their own section later in this guide.

Temperature Checks

Temperature checks will be performed on all employees and food service providers. They will not be mandated for all chapter members unless the



chapter decides, as a group, they want to include this in their daily procedures. They will also be responsible for administering the temperature checks. The idea behind this is that by the time a live-in member has symptoms such as a fever, they have already been living in the house during the 2-week incubation period and any spread has already occurred. Vendors or staff coming in from outside will be checked before beginning work. Whether live-out members are checked depends on the house's guest policy.

Testing

Most universities and colleges will require a negative test to return to campus. This will suffice for returning to our facilities. There is no need for additional testing if the university is requiring it. Once on campus, members will be asked to self-monitor for symptoms regularly.

Diagnosis and Quarantine

If a member is diagnosed, the [Pandemic Code of Conduct](#) directs the member to contact the vice president: social standards immediately. There is a process that will go into effect for alerting members who may have come in contact recently. What to do if a member is diagnosed with COVID-19 is mainly driven by what the university or college states is their protocol. The best course of action is to mirror them as closely as possible, making the Delta Gamma house less open to discrimination accusations or legal action.

The first question to ask is if the university will be able to provide space for a student living in fraternity/sorority housing should they need to quarantine. Some have stated they would, and some have said only students living in residence halls or university housing will have accommodations. It is important to know this up front in order to create your plan of action should this situation occur. If it is possible to have the live-in member move to a university designated space to quarantine, that is preferable. If that is not possible, it should be made known to the entire chapter that we highly suggest that the member return to their permanent address if possible so they are more comfortable and have access to adequate care should the situation worsen.

Each member will be asked to have a personal plan for isolation if they become ill. **Be aware that there will be members who can only return home by plane. That will not be possible if she is diagnosed. There are also members with parents/support systems that are more vulnerable than the member herself. She**



may feel it would put her family at risk to return home vs. staying and riding out the virus at school.

If returning home is not possible, then the house corporation needs to have a designated room available and a plan for the member to receive meals, use a restroom space, etc. If possible, a separate bathroom is preferable. The member will be told that, if they break quarantine and do not stay in isolation or allow others into the space who are not there with protection on to provide meals or other necessary items, they may be asked to leave for the safety of the other residents. Again, this is not our first preference but there may be circumstances where the member cannot return home and the university will not house them. Cleaning and sanitizing will be covered in its own section. We understand that some houses are not equipped with separate guest rooms or private bathrooms. Some creativity and thinking outside the box will be necessary. If less members return to school for various reasons, there may be an empty room available for a quarantine room. For houses with no private full bath, there may need to be an off time that is designated for the ill member's use and a sign hung out for an hour. Then the one shower used can be sprayed down with disinfectant. A half bath could be commandeered for the ill members regular use and a sign hung out as well. Again, flexibility is going to be needed this coming year.

House Rules/Bylaws

We do not recommend language specific to COVID-19 be put in chapter or house corporation bylaws unless reviewed by Delta Gamma's legal counsel. Any contagious illnesses such as the seasonal flu, chicken pox, mumps, strep throat, etc. are potentially part of communal living. While we understand this virus can be deadly, it should be treated in the same way and not singled out. We do not want to make statements that could jeopardize the house or chapter's operations. Please contact the Office of Housing or your Regional Housing Specialist if you have any questions. Again, infractions of social distancing or quarantine can be grounds for Honor Board proceedings and possible request to vacate the house. These infractions should be handled like all other SORs.



SECTION 7

BUDGETS

As you know the 2020/21 budgets were due February 15, 2020 for this upcoming year. What a long time ago that seems now! In the past four months, we have been working closely with our collegiate team counterparts to ensure that we are coordinated with what we think our chapters may look like in the fall. For some of you, it may seem “normal” in that your university/college is coming back in person, the house is full and recruitment numbers are on track. A gentle warning that just as so much has changed in a few months, more could change in another couple months. At a minimum, the number of members allowed to gather in a space, the way events and recruitment are being conducted, the people allowed on campus including support systems and friends will not be business as usual.

Our goal on both the collegiate and housing side was to have our budgets reflect these changes and to be flexible enough to stay viable if the information we have now changes by August or September. We want to be as lean as possible in this environment. To that end, revised budgets were sent out June 19, 2020 with a July 3, 2020 due date. In accordance with the Delta Gamma finance committee’s directive, we assumed a 30% reduction in membership and 30% less new members taken at recruitment. We also reduced the annual surplus from 10% to 5%. Some non-essential expenses were removed such as postage, supplies, household and other. Catering was reduced by 30% and utilities by 25% with the thought that less members means less usage. Landscaping was reduced by 50% as most recruitments are either virtual or without frills. So much of the “sprucing up” that is done to open the house could be reduced. The training fee was removed as both conferences (House Director Conference and House Corporation Summit) are virtual this year. Capital reserve funds were removed if they referred to projects more than a year out. They can be added back in next year when things are (hopefully) more stable.

So, what if your situation does not reflect the reduced budget you received? What if your situation is better or worse? This is simply a starting point. The only things that must stay are the 5% surplus and removal of training fees.



Otherwise, you are welcome to adjust any of the items as long as they are based on true expense calculations and not speculation.

A full house will need to increase catering, although some full houses are not offering live-out women meals to keep the traffic down coming in and out of the house. A house that is closing and the school is remote the first term will need to take the expenses down further. Again, you can create from the template you were sent a budget that reflects your individual situation. In important note is that if the chapter and house corporation have determined that no live-out members will have access to the house for at least the first semester, then the house corporation budget will need to reflect that those members will not be paying any rent, payroll or board during that period. It is important that house corporation looks at only essential costs during this period.

In November 2020, we will be looking at the actual expenses and any changes that the university/college has put out for second term. If the budget needs to be revised again, we will make that happen and revise the Annual Agreement as well. There is new language in the Annual Agreement which allows for this to occur. Delta Gamma's goal is to come out of this situation solvent, while also being sensitive to a population of college students who are facing a much different experience this fall than they expected, with many financial and safety concerns. **We want them to value their sorority membership and we know that housing helps to provide them an anchor in the storm. Let's be that for them and do it with grace, compassion and fairness.**



SECTION 8

EMPLOYEES

House Director Employment

Scenario 1: Classes are all virtual and the house will not open in the fall.

In this situation, the house corporation may furlough the salaried or hourly house director. If you furlough your salaried house director, she cannot conduct **any** Delta Gamma business including answering phone calls/emails/text messages from the house corporation according to the Department of Labor. Our insurance provider, MJ Insurance, has indicated, at a minimum, it is important for someone to check on the house weekly. This ensures there is no chance of weather damage or vandalism going unreported. This scenario depends largely on whether the house director has a private residence nearby or if the Delta Gamma house is her only home. If she has another residence close by, she could come to the house a few hours a week to check on it and be paid for those hours only. If this is her only home but the university is remote or virtual the first term, she may be given room and board and a stipend to stay at the house and safeguard the property. You will need to work with your HR Business Partner to create an employment agreement that properly states the duties and compensation for these arrangements.

If the house corporation would like to keep a salaried house director fully employed during the fall term, please work with your Human Resources Business Partner to see if there are any changes that need to be added to her employment agreement.

Scenario 2: The university is shortening the fall term.

In this situation, the university may start the term early, end it early and eliminate other time off like fall break. The house corporation may furlough a salaried house director in the month of December and part of January, depending on when classes restart. As was indicated in the above scenario, if you furlough your salaried house director, she cannot conduct any Delta Gamma business, including answering phone calls/emails/text messages from the house corporation. If a salaried house director works for even one hour



during the week, the house corporation is legally required to pay the weekly salary. Also, since there are no breaks during the time that school is in session, the house director would need to get the approval of the house corporation for any time off. Substitutes are addressed separately below. Even though school may not be in session in December or January, the house director is not necessarily working less days/weeks than in past years.

Scenario 3: On campus, but new normal with a mix of virtual and in-person classes.

In this situation, the house director is performing her duties much the same as in past years. The house is full or near to capacity. There will be additional protocols to follow and new procedures for meals, cleaning, gatherings and guests but the salary and hours will remain the same during the time the university/college is in session.

House Director Substitutes

Normally a house director may have a certain number of days off and obtain a substitute with the house corporation's approval. Two issues in this new environment make this situation problematic. In scenario #2 above, the goal is to not have students come and go, thereby mitigating the possibility of spreading COVID-19. The breaks have been eliminated and the time on campus shortened. Likewise, the house director, if possible, should not take a break during this time as this would negate the goal of keeping the campus population safe. If the house director must leave campus during the shortened term, a substitute would not only have to meet the normal requirements but would also have to have tested negative for COVID-19 prior to entering the house and use the temperature check daily during her stay there. She will need to wear a mask when around students as she has not been exposed to them for a period prior to being engaged and it is required in common areas anyway.

Other Employees:

Scenario 1: Classes are all virtual and the house will not open in the fall.

In this situation the house corporation should furlough all other employees such as housekeepers, maintenance, kitchen staff, etc. The house corporation may allow an hourly employee such as a maintenance tech to work reduced hours for things that need to be done around the chapter house.

Scenario 2: The university is shortening the fall term.



In this situation the house corporation may furlough employees for the extended time the women are not in the chapter house. The house corporation may allow an hourly employee such as a housekeeper to work reduced hours for things that need to be done around the chapter house.

NOTE: Before you change the terms of your employment with your employees, please be sure to reach out to your Human Resources Business Partner. Changing the terms of an employment agreement with your employees can have legal and financial consequences if not done correctly.

To get in contact with your HR business partner, use the contact information provided here:

Paula Gaub

- Region 1 FMCs: FHCHR1@deltagamma.org
- Region 2 FMCs: FHCHR2@deltagamma.org
- Region 5 FMCs: FHCHR5@deltagamma.org
- Region 6 FMCs: FHCHR6@deltagamma.org
- Region 8 FMCs: FHCHR8@deltagamma.org

Theresa Stahl

- Region 3 FMCs: FHCHR3@deltagamma.org
- Region 4 FMCs: FHCHR4@deltagamma.org
- Region 7 FMCs: FHCHR7@deltagamma.org
- LLCs: LLCHR@deltagamma.org



SECTION 9

ADDITIONAL RESOURCES

Please click on the links below to find more information.

DELTA GAMMA RESOURCES

[2020-2021 COLLEGIATE CHAPTER RESOURCE GUIDE](#)

[PANDEMIC CODE OF CONDUCT](#)

MJ INSURANCE RESOURCES

[What to Consider When Re-Opening](#)

Property Closures & Prepping for the Fall: What You Need To Know [webinar with MJ and CSL Management](#) (recorded June 24, 2020)

[Social distancing and bed spacing recommendations](#) from County of Los Angeles Public Health

[Planning safer events during COVID-19](#)

OTHER RESOURCES

[Daily updated listing of university's plans for the fall from The Chronicle of Higher Education](#)

[NPC Guidance on the Small Business Loan Program](#)

[The Rules of Social Distancing](#) (Vox)

[What to do if you think you have coronavirus](#) (CDC)

[Conducting a Walkthrough of Your Dining and Service Area](#) (Campus Cooks)

[Fall 2020 Food Safety Manual](#) (Campus Cooks)

