

Sorority and Fraternity Housing Guidelines

Below is a list of expectations and recommendations for fraternity and sorority houses as compiled by the Office of Sorority and Fraternity Life in collaboration with a task force of house corporation leaders and house directors. Each facility is different in their capacity to implement these recommendations, therefore there are basic expectations that would need to be met by all organizations with various options on how organizations can meet those expectations and additional measures that may be taken.

Common Areas

Basic Expectation – Common areas such as living rooms and study rooms should be set-up to allow for appropriate social distancing. Maximum capacity signs are located in each common area.

- Reduce amount/rearrange areas of furniture within the common areas to reduce amount of people that can congregate in that area
- Limit the presence of non-essential volunteers and visitors in shared areas
- Cancel public or non-essential group activities and events
- Make available hand sanitizer immediately upon entering facility through a touchless dispenser
- Signage throughout the house with reminders of how to stay safe (masks, 6 feet apart, frequent hand washing, not touching face)
- Limit how many can be in the stairwells or elevators at one time – encouraging people to remain on the right hand side of the stairwells
- Remove high-touch items such as magazines, photo albums, etc.
- Have hand sanitizer/cleaning wipes located with television remotes for after use disinfecting
- Requirement of personal face coverings in common areas

Shared Bathrooms

Basic Expectation – Shared bathrooms are cleaned at minimum 3 times a week using EPA-registered disinfectants.

- Strongly recommended that groups invest in hiring a professional cleaning service. While this does incur added expenses, it is one of the best ways to maintain cleanliness of the facility.
- Recommend that cleaning happens more than 3 times a week if able. If a cleaning service is not within the facility's budget, expectation would be that EPA-registered disinfectants are provided to residents with a cleaning schedule and accountability process created by House Director.
- Make sure bathrooms are continuously stocked with soap and paper towels.
- Consider purchasing and installing touchless soap dispensers
- Make sure trash cans are emptied regularly
- Provide information on how to wash hands properly
- Residents should be instructed that sinks could be an infection site and should avoid placing toothbrushes and other toiletries directly on counter surfaces. Totes should also be used for personal items to limit their contact with other surfaces in the bathroom. Toiletries should not be left in the bathrooms between uses. Consider removing storage spaces if those are provided.
- Consider assigning showers for residents

- Consider sanitizing showers between users. If this is not required, cleaning supplies should at least be provided should residents wish to clean the shower before usage.
- Consider blocking off every other sink to allow for proper social distancing.

Shared Kitchens and Dining Rooms

Basic Expectation – Per CDC Guidelines, no food service should be offered through a buffet-style set up. Organizations should communicate with food service providers early on about what accommodations they are making to allow for proper following of guidelines.

- Restrict number of people allowed in the kitchen and dining room at one time so that everyone can stay 6 feet apart. This may mean removing dining room chairs from the room.
- Strongly recommended that meals be delivered take-out style using disposable containers and silverware.
- Do not share dishes, drinking glasses, cups, or eating utensils. Non-disposable food service items should be handled with gloves and washed with dish soap and hot water or in a dishwasher. Wash hands after handling service items.
- Staggering meal times or allowing for longer meal service times
- Limit amount of out-of-house members coming to the house for meals if possible. Consider to-go style option for out-of-house residents and having them sign up for times when they will be coming to pick up their food.
- Use gloves when removing garbage bags and handling and disposing of trash.
- Replace shared appliances with single use or no-touch options (coffee makers, etc.)
- Eliminate reusable kitchen items (flatware, dishes, and cups) and cleaning tools (sponges, brushes towels) and replace with single use options
- Requiring all dining staff to wear face masks and gloves at all times while working and interacting with residents

Laundry Rooms:

Basic Expectation – Laundry Rooms are cleaned at minimum 3 times a week using EPA-registered disinfectants.

- Restrict number of people allowed in laundry room at one time
- Provide disposable gloves, soap for washing hands, and household cleaners for residents and staff to clean and disinfect buttons, knobs, and handles of laundry machines, laundry baskets, and shared laundry items
- Post guidelines for doing laundry such as washing instructions and handling of dirty laundry

Recreational Areas/Exercise Rooms

Basic Expectation – Spaces should limit the number of people allowed in at one time to allow for appropriate social distancing.

- Consider closing exercise rooms
- Activities that require close contact are not recommended (basketball, ping pong, etc.)

- If recreational spaces will still be open, ensuring to provide cleaning supplies so that recreation items can be cleaned before and after usage.
- Consider moving shared recreational items (pool sticks, basketballs, etc.) to a locked location where resident would need to check them out and could ensure that items are cleaned between use.

Bedrooms

Basic Expectation: House Corporations should make every effort possible to promote safe social distancing within resident bedrooms.

- If financially able, it is recommended that spaces go to single occupancy for shared bedrooms spaces.
- If unable to reduce to single occupancy, it is recommended that furniture within the shared bedrooms be reconfigured so that the beds are 6 feet apart.

Resident Move-In

Basic Expectation: House Director/House Corporation develop a process for moving in residents to allow for appropriate social distancing. This may mean that move-in days need to be extended and that a process for signing up for times be developed. Individuals are limited to one person helping a resident move-in. House Directors are trained on how to properly 'check-in' residents officially to the UTK system upon move-in.

- Consider implementing a resident contract that each resident signs at move-in.
- Consider gathering information from residents on contingency plans should they get sick during the semester
- Consider having a cleaning person on-site during move-in
- When having residents sign up for move-in times, consider not allowing roommates to sign up for the same time

Chapter Meetings and Events

Basic Expectation: All events should follow the University, City of Knoxville, and CDC guidelines for amount of people that may be present for an event.

- Strongly recommend canceling all large-scale events and meetings
- For chapters larger than the capacity guidelines, it is recommended that chapter meetings are conducted in a hybrid fashion of in-person and virtual
 - o Consider having executive council in person and chapter members participating online
 - o Consider allowing residents of the facility to be in person for meetings
 - o Consider hosting multiple chapter meetings and assigning members to various times to allow for proper social distancing

House Directors & House Corporations

Basic Expectation: House Director and House Corporation are communicating on a **weekly** basis about the upkeep and maintenance of standards within the facility. House Director/House Corporation are regularly communicating with residents and their families throughout the summer about the plan for

move-in and precautions being taken to ensure health and safety of residents. House Directors follow a procedure for reporting symptoms.

- Limit staff entering residents' rooms or living quarters unless necessary. Use virtual communication as appropriate.
- Provide COVID-19 prevention supplies for staff and residents in all areas of your facility.
- Take immediate inventory of supplies and begin to plan for how to obtain additional cleaning supplies or provisions needed
- Train House Directors on public health measures, signs, and symptoms of COVID-19
- Consider whether PPE is needed for staff who work most directly with residents
- Investigate temperature checking, testing, and tracing options
- Promote prevention strategies via multiple communication strategies (email, signage, text messages, etc.)
- Determine if building ventilation system can be modified to increase ventilation rates or the percentage of outdoor air that circulates into the system
- Consider one-way hallways, if possible

Important House Corporation Considerations

- Consider policies around canceling contracts and refunding money should a resident no longer feel comfortable moving into the facility or if resident needs to leave during the semester.
- Isolation Spaces – Check with insurance provider to see if Isolation spaces are allowed. Oftentimes they are only allowed if there's also access to an isolated bathroom. Plan for how you will respond should a resident start to show symptoms or test positive for COVID-19.
- Consider canceling all open events where non-residents would be entering facility such as philanthropy events, tailgates, family weekends, etc.
- It is recommended that the house only be available to residents and potentially non-resident members at certain times. It is not recommended to allow non-members to enter the facility.
- Cash is paramount – unless it's absolutely necessary, preserve your cash and wait on capital investments
- Control immediate expenses, but prepare to spend more – extra cleaning, contingencies for food service, etc. Don't rely on residents to clean to CDC guidelines – you may have to spend the money to bring in a cleaning service
- Be knowledgeable of HR practices and how you are ensuring a safe environment for your House Director