



## CHAPTER RESPONSE GUIDELINES FOR COVID-19

### WHAT IS COVID-19?

According to the Centers for Disease Control and Prevention ([cdc.gov](https://www.cdc.gov)), on February 11, 2020 the World Health Organization [announced](#) an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan China. The new name of this disease is coronavirus disease 2019, abbreviated as COVID-19. In COVID-19, ‘CO’ stands for ‘corona,’ ‘VI’ for ‘virus,’ and ‘D’ for disease. Formerly, this disease was referred to as “2019 novel coronavirus” or “2019-nCoV”.

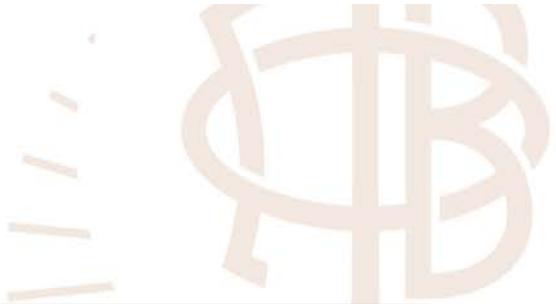
There are [many types](#) of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans. The name of this disease was selected following the World Health Organization (WHO) [best practice external icon](#) for naming of new human infectious diseases.

### COLLEGE/UNIVERSITY RESPONSE TO COVID-19

Colleges and universities are taking a number preventative measure to slow the spread of COVID-19 in college/university communities. In the event your college/university takes preventative action, your chapter should follow expectations released by your college/university administrators.

#### **What types of action may necessitate a chapter response?**

The following chart is designed to assist you in understanding potential college/university actions and the appropriate chapter response. If your college/university takes actions other than what is listed below, contact your chapter advisor and collegiate chapter supervisor for assistance.



COLLEGE/UNIVERSITY ACTION	COVID-19 STATUS	GAMMA PHI BETA CHAPTER ACTION
College/University limits groups meetings	No COVID-19 cases present on campus	Gamma Phi Beta chapter meetings and activities cancelled in conjunction with the restrictions specified by the college/university.  Follow Chapter Response Guidelines for COVID-19.
	Presumed positive COVID-19 cases present on campus	
College/University moves to online courses	No COVID-19 cases present on campus	Gamma Phi Beta chapter meetings and activities cancelled in conjunction with the timeline specified by the college/university.  Follow Chapter Response Guidelines for COVID-19.
	Presumed positive COVID-19 cases present on campus	
College/University closes student housing	No COVID-19 cases present on campus	Gamma Phi Beta chapter meetings and activities cancelled in conjunction with the timeline specified by the college/university.  Follow Chapter Response Guidelines for COVID-19.
	Presumed positive COVID-19 cases present on campus	
College/University closes (i.e. cancelling classes, limiting operations to essential personnel)	No COVID-19 cases present on campus	Gamma Phi Beta chapter meetings and activities cancelled in conjunction with the timeline specified by the college/university.  Follow Chapter Response Guidelines for COVID-19.
	Presumed positive COVID-19 cases present on campus	

## FREQUENTLY ASKED QUESTIONS

### **Who should I notify if my college/university takes preventative action?**

If your university takes preventative action that requires your chapter to cancel meetings or activities, contact your chapter advisor and collegiate chapter supervisor. These volunteers will help you assess your chapter calendar to identify if events need to be cancelled or rescheduled based on the action taken by your university. Only essential chapter business needs to be completed this academic year.

### **What is essential chapter business?**

Essential chapter business for the remainder of the academic year includes:

- Approving chapter budget for the 2020-21 academic year
- Discussing proposed bylaw amendments in preparation for Convention 2020
- Selecting a Convention delegate and alternate delegate

### **What if our college/university has cancelled activities through the remainder of the academic year?**

You can conduct chapter business virtually.

### **How should we host virtual meetings?**

This will depend on how much and what business your chapter still needs to conduct at the time that meetings and activities are cancelled. For example, if you have already presented your chapter budget and simply need to vote this may be best conducted via email. Conversely, if your financial vice president (FVP) needs to present the budget this might be better accomplished via web conference. Work with your chapter advisor and collegiate chapter supervisor to determine the best option for your chapter in the event that activities and meeting are cancelled.

### **What should we do about chapter dues and fees if activities are cancelled due to COVID-19?**

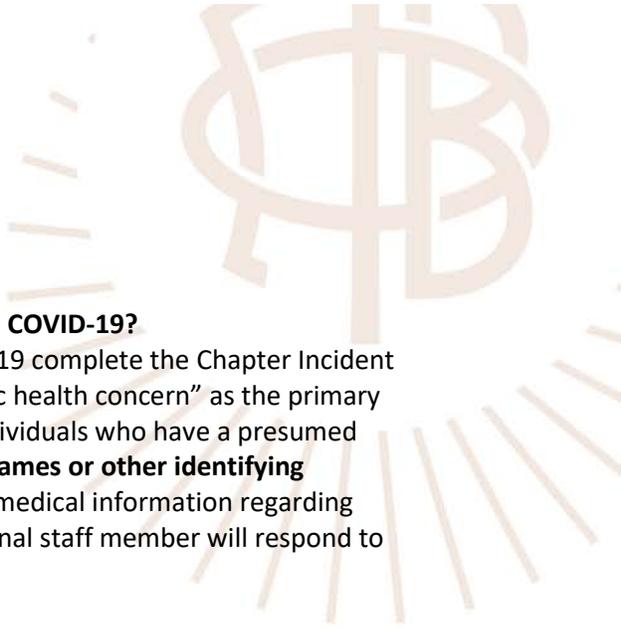
Chapter officers should work with their finance advisor, chapter advisor, finance supervisor and collegiate chapter supervisor to determine if it is appropriate to pro-rate and refund dues. Chapters should consider the amount of activities that have already been offered during the academic term to make determinations about appropriate pro-rate/refund amounts.

### **We have members returning from study abroad, what should we do?**

Members returning from study abroad should follow guidance from the college/university's study abroad office regarding returning to campus.

### **Will members returning from abroad due to college/university recall be charged for International dues and fees?**

No.



**Who should we notify if a member is presumed positive or positive COVID-19?**

If a member in your chapter is presumed positive or positive COVID-19 complete the Chapter Incident Report. When completing the Chapter Incident Report, select “Public health concern” as the primary reason. In the description of the incident, only list the number of individuals who have a presumed positive or positive COVID-19 status, **do no list individual member names or other identifying information.** Chapters should take great care not to release private medical information regarding members. After completing the Chapter Incident Report, a professional staff member will respond to assist your chapter.