



FACILITY GUIDANCE 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".

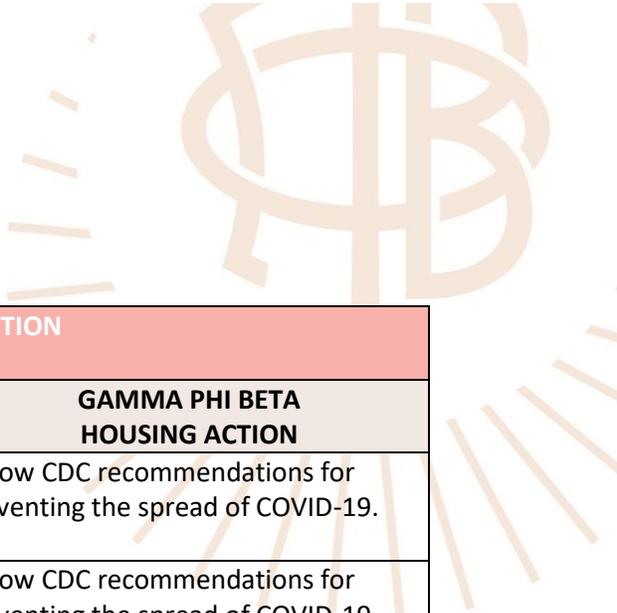
There are [many types](#) of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans. The name of this disease was selected following the World Health Organization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

COLLEGE/UNIVERSITY RESPONSE TO COVID-19

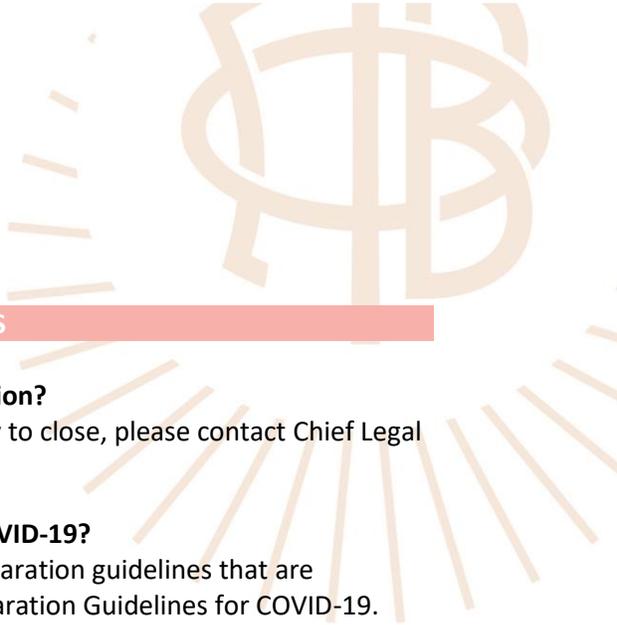
Colleges and universities are taking a number preventative measure to slow the spread of COVID-19 in college/university communities. In the event your college/university takes preventative action, we recommend that affiliated house corporations follow expectations released by your college/university 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 and facility response. If your college/university takes actions other than what is listed below, contact Chief Legal Officer Kat Cobb kcobb@gammaphibeta.org.



COLLEGE/UNIVERSITY HAS TAKEN ACTION		
COLLEGE/UNIVERSITY OPEN		
COLLEGE/UNIVERSITY ACTION	COVID-19 STATUS	GAMMA PHI BETA HOUSING ACTION
College/University restricts groups meetings	No COVID-19 cases present on campus	Follow CDC recommendations for preventing the spread of COVID-19.
	Presumed positive COVID-19 cases present on campus	Follow CDC recommendations for preventing the spread of COVID-19. Follow AHC Preparation Guidelines for COVID-19. Follow AHC Response Guidelines for COVID-19.
College/University moves to online courses	No COVID-19 cases present on campus	Follow CDC recommendations for preventing the spread of COVID-19.
	Presumed positive COVID-19 cases present on campus	Follow CDC recommendations for preventing the spread of COVID-19. Follow AHC Preparation Guidelines for COVID-19. Follow AHC Response Guidelines for COVID-19.
College/University closes student housing	No COVID-19 cases present on campus	Gamma Phi Beta facility closes.
	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 facility to close, please contact Chief Legal Officer Kat Cobb kcobb@gammaphibeta.org.

What should be included in our AHC Preparation Guidelines for COVID-19?

As each campus is responding differently, there is no one set of preparation guidelines that are applicable to all AHCs. Each AHC should work to create its own Preparation Guidelines for COVID-19.

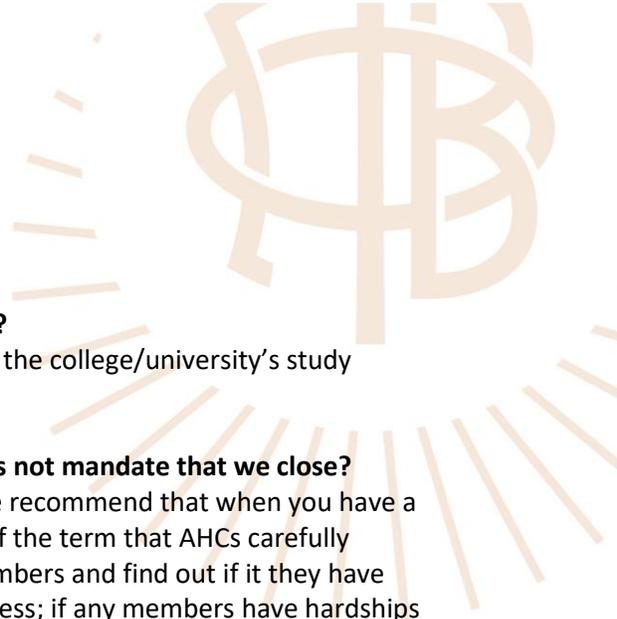
Things that should be included in preparation guidelines include:

- University guidelines and procedures for preparation for COVID-19
- Contact information for chapter members
- Contact information for university campus professionals
- Contact information for vendors
- Evaluations to determine:
 - If you should increase or modify cleaning procedures
 - If you should exclude non-member guests from property
 - If you should exclude non-resident members from the property
 - If you should exclude non-resident members from meals
 - If you should modify meal service
 - If you can allow members to quarantine in the facility
 - Budgetary impact of decisions, existing contracts and financial commitments and how they may be impacted
- Communication plan with vendors based on evaluations
- Communication plan for members based on evaluations

What should be included in our AHC Response Guidelines for COVID-19?

As each campus is responding differently, there is no one set of response guidelines that are applicable to all AHCs. Each AHC should work to create its own Response Guidelines for COVID-19. Things that should be included in response guidelines include:

- University guidelines and procedures for response to COVID-19
- Cleaning schedule and procedures
- Guest schedule and procedures
- Meal service schedule and procedures
- Quarantine procedures (if applicable)
- Facility closing schedule and procedures
- Communication plan with vendors
- Communication plan with members



We have members returning from study abroad, can they move in?

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

What if the college/university recommends that we close, but does not mandate that we close?

AHCs should strive to be good campus partners during this time. We recommend that when you have a request to temporarily close or request to close for the remainder of the term that AHCs carefully consider the recommendation. AHCs should reach out to live-in members and find out if they have another place to reside locally or can move to their permanent address; if any members have hardships that prevent them from moving out contact campus housing to see if there is a mutually agreeable resolution. Additionally, evaluate if there are ways to encourage social distancing, restrict guest access, modify food service, and increase cleaning of the facility. If you decide to stay open, make sure that all members understand the risk and work together to prevent the spread of illness.

What if the college/university closed and members need to get belongings?

AHCs should follow guidance from the college/university’s if any is issued on returning to school to collect belongings. If there is no guidance and the facility is closed, we recommend limiting the period of time that the facility is open to collect belongings. Additionally, request members sign up for time periods and limit the number of people accessing the house during those time periods.

Do we have to refund fees if our facility is closed?

In order to determine if you should refund fees you consider several factors. First, review your housing agreement and see if there are any relevant terms in your housing agreement. Second, determine if there are any local laws that impact the interpretation of your housing agreement. Third, inquire with the college/university if they are refunding housing fees. Fourth, consider any outstanding financial commitments your corporation has to determine if/to what degree fee refunds are possible.

Determination to refund fees will be based on the factors listed above. If you need guidance in interpreting your housing agreement, consult a local attorney.

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 not 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.