



HOUSING

BEING A HOUSE DIRECTOR DURING COVID-19

This resource is designed as a supplement to *Employee Expectations and Protocol* for COVID-19 specifically for house directors. Questions or concerns related to this resource can be directed to each location's Tri Delta Housing Supervisor.

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PLANNING TO REOPEN

The house director will play an important and critical role in preparing for the chapter house to reopen this fall. The house director should be an active participant on the reopening committee, should be communicating often with their Tri Delta Housing Supervisor and should be familiarizing themselves with resources developed by Tri Delta Housing, the [Center for Disease Control](#) and [MJ Insurance](#). All resources and communications from Tri Delta Housing can be accessed at www.tridelta.org/covid19. Monitor this webpage for additional updates.

RESOURCES

Familiarize yourself with the following resources:

Housing Safety Plan – Preliminary Guidance

[House Corporations](#)

[Tri Delta Housing](#)

[Housing Safety Plan](#) – full resource

[Isolation, Reporting and Response Protocol](#) for members

Returning to Tri Delta

House Corporations

[Residents](#)

[Non-residents](#)

Tri Delta Housing

[Residents](#)

[Non-residents](#)

[Employee Expectations and Protocol for COVID-19](#)

STAFF STRUCTURE AND RETURNING TO WORK

Stay in touch with your employees as they plan to return to work. Understand their intention to return for the fall. Based on modifications to the regular operations of the facility, the house director should review the current staff structure and consider modifications to staffing structure or schedule. The house director should follow the appropriate onboarding and offboarding processes for any changes in employee's status.

The house director should review all training and resources for housekeeping and kitchen and dining staff and determine the best way for these staff to receive any additional training prior to the facility reopening. This may mean asking employees to return to work earlier than originally scheduled for additional training or preparation measures such as training, cleaning and stocking. The house director should report each employee's return to work date to their Tri Delta Housing Supervisor.

SIGNAGE FOR EMPLOYEES

The house director should consider signage for staff areas, such as commercial kitchens and housekeeping areas. Review the [signage](#) provided by Tri Delta Housing and ensure it is displayed. House directors should also post [this flyer](#) in the building for employees to reference regarding the Families First Coronavirus Response Act.

NAVIGATING THE SCHOOL YEAR

As facilities resume operations, the house director role is more important than ever before! As a result, Tri Delta Housing is providing additional support and resources to equip house directors for

navigating their job responsibilities for the 2020-2021 school year. House directors will still be expected to complete the functions outlined in the job description.

TAKE CARE OF YOURSELF!

Take your health seriously. Practice good hygiene and wash your hands for 20 seconds frequently throughout the day. Wear personal protective equipment such as a mask and gloves when you are outside your private living quarters. Keep your private living quarters closed off to members, volunteers and employees.

MAINTAINING THE FACILITY

Follow and implement Tri Delta's [Housing Safety Plan](#) with the support of your reopening committee. Continue to conduct your regular walk-throughs of the interior and exterior of the facility. Consider coordinating walk-throughs during times that may have lower traffic. Ask your housekeeping staff to report any maintenance needs that they see during their regular housekeeping and your kitchen staff to report any issues in the kitchen.

COMMUNICATION

Anticipating that face to face communication with local stakeholders and residents may be limited, create ways to be available and communicative. This might mean using phone, email and FaceTime! Participate in virtual meetings. Be sure that your stakeholders, residents and employees know the best way to get ahold of you.

Understand that residents may have to come and go throughout the school year due to exposure or COVID-19 diagnosis. Know who is in the facility, keep in touch with residents who may have to temporarily relocate to self-isolate and communicate frequently with your chapter leadership. This will be imperative!

Stay in close communication with your Tri Delta Housing supervisor about COVID-19 diagnoses, university or state/local orders that could impact housing, and staff schedules.

INVENTORY

Monitor supply quantities knowing that inventory and additional supplies are required for facility operations. Make sure personal protective equipment is stocked and used by all employees.

HOUSEKEEPING MEASURES

Monitor housekeeping measures and ensure spaces are frequently disinfected.

- Create a housekeeping log for common areas for housekeeping employees or vendors to record cleaning frequency.
- Review the housekeeping log in all designated areas to ensure tasks were completed.

MEMBER EMERGENCY MEDICAL INFORMATION FORMS

[Emergency medical information forms](#) will be critical in the event a member is exposed or contracts COVID-19. Partner with chapter leadership and advisers to collect and safely store this information during the move-in process. Make it available to chapter leadership and advisers as needed.

COVID-19 PROTOCOL

BE PREPARED

You should expect that a resident, member or staff member will contract COVID-19 this year. Do your best to be prepared! You can do this by familiarizing yourself with campus and local resources for testing and self-isolation. Have this information readily available and accessible. Consider how you might provide this information to a member or staff member.

Create contingency plans for housekeeping, kitchen and dining staff should an employee have to be placed on leave. This may be a service provider who can quickly mobilize and step in. This may also mean stocking up on supplies and food, having frozen or ready to make meals prepared.

Consider what your own plans might be if you show symptoms or contract COVID-19. Make a plan for where you might self-isolate. Be organized so that you can communicate any facility related items to the house corporation, adviser, collegiate officers, other employees and your Tri Delta Housing Supervisor when you go on leave. Think through how they will access files and information needed to continue facility operations in your absence.

MEMBER COVID-19 DIAGNOSIS

Members are asked to report exposure or diagnosis to the chapter president, alumna advisor, and house director. Upon notification, the chapter president and house director should work together to submit a report to covid@trideltao.org. The report should include the following information:

- Whether the member is a resident or non-resident.
- If the member is a resident, does she have any roommates?
- If the member is a resident, information on the resident's plan to leave the chapter facility. If known, any intentions for the resident to return to the facility after the self-isolation period has passed.
- Information related to the last time the member was present at the chapter facility.
- Any information related to who the member may have been in contact with.

The house director should be prepared to remind residents diagnosed with COVID-19 that Tri Delta's protocol calls for the resident to self-isolate, and that this should be done away from the Tri Delta facility. If a temporary isolation space is available, consider moving this resident to this space while the resident makes arrangements to leave. Discuss a plan for the resident to gather her belongings and leave the facility. Talk about how you two will stay in communication. This may be by phone, email or through her parent/family.

When you become aware of a member who has tested positive, you should not share the name of the member who tested positive for COVID-19 with anyone outside of the reporting chain. Your Tri Delta Housing Supervisor will provide support and start the communication protocol for employees, members and volunteers. Review the [Isolation, Reporting and Response Protocol](#) for members

FACILITY STAFF EXPOSURE OR DIAGNOSIS

Facility staff are asked to report exposure or diagnosis to the house director. The house director should promptly notify their Tri Delta Housing Supervisor. The Tri Delta Housing Supervisor will

partner with HR to place the employee on paid sick leave per the [Families First Coronavirus Response Act](#).

When you become aware of an employee who is experiencing symptoms or has tested positive for COVID-19, you should not share the name of the employee who tested positive for COVID-19 with anyone outside of the reporting chain. Your Tri Delta Housing Supervisor will provide support and start the communication protocol for employees, members and volunteers. Review the [Employee Expectations and Protocol for COVID-19](#).

HOUSE DIRECTOR EXPOSURE OR DIAGNOSIS

If you show symptoms or contract COVID-19, promptly notify your Tri Delta Housing Supervisor. The Tri Delta Housing Supervisor will partner with HR to place you on paid sick leave per the [Families First Coronavirus Response Act](#). Your Tri Delta Housing Supervisor will help step in to provide support to the chapter, advisers, house corporation, and employees.

You are encouraged to leave the facility if you test positive for COVID-19. If you cannot make arrangements to do so, and your private living quarters are conducive you may self-isolate in your suite. You should not expect to complete any work while you are on paid sick leave and should stay in your private living quarters.

You should expect that we will keep your information confidential and will notify the chapter that their house director has been placed on leave. Your Tri Delta Housing Supervisor will provide support and start the communication protocol for employees, members and volunteers to notify them that you have been placed on leave.