



## MOVE-IN GUIDANCE FOR HOUSE DIRECTORS

House directors play a critical role in the move-in process. Tri Delta Housing is committed to facilitating move-in in the safest way possible for employees and members. Planning for move-in during the pandemic will look different than it typically does. If you are at high risk for COVID-19 or have any concerns, please contact your supervisor to discuss your role in the move-in process.

### PREPARING FOR MOVE-IN

- House directors should review the move-in guidance and resources.
- A planning meeting should be coordinated with the reopening committee. The house director should be prepared to help the reopening committee with their specific chapter's move-in plans.

### PLANNING FOR MOVE-IN

- Create a schedule with your move-in committee. This schedule should include appointment windows, taking into consideration how many residents can move-in during the same appointment to accommodate social distancing.
- Housekeeping should be coordinated to begin the first day women return to the facility. Plan for times in which high traffic areas can be disinfected between appointment windows.
- Create a plan for parking.
- Create a plan for access to the facility based on the type of access control system that is present.
- Create a plan for the security alarm system. You may need to prop an exterior door open for access and temporarily disable the alarm.
- Create a plan for ingress and egress. Determine how residents and helpers will enter the building and access their room. Post signage throughout the facility regarding what route residents and their helper should take. Encourage residents and helpers to only access their routes and bathrooms closest to their rooms to maximize social distancing.
- Create a plan for how residents will check in with you upon arrival, obtain any keys, fobs, or swipe cards, receive [emergency medical information forms](#), room inspection forms, [roommate agreements](#), and [COVID-Acknowledgement and Personal Responsibilities and Expectations](#). Determine how you will collect completed forms from residents.
- Create a plan to ensure access to the dumpster is available to residents. Adjust the pick-up schedule to accommodate for extra disposal. If the dumpster sits in an enclosure, be sure the gates are opened fully to minimize contact.
- Unlock individual resident rooms prior to the scheduled move-in appointment.
- If you typically provide snacks and beverages during move-in, make accommodations to provide individually packaged items such as bottled water or individually packaged snacks.

### EXPECTATIONS OF HOUSE DIRECTORS

- House directors should be on site for and assist with move-in. PPE should be worn when you are outside of your private living quarters.
- Check and walk the facility during move-in while practicing social distancing.
- Monitor the move-in schedule and have contact information readily available. Be available by phone or text.
- Work collaboratively with your reopening committee and delegate appropriate responsibilities to chapter officers.
- Extend kindness and use good judgment to help safely accommodate the residents' needs.

## EXPECTATIONS OF RESIDENTS

- Familiarize yourself with the [resident move-in guidance](#).