



MOVE-IN GUIDANCE FOR REOPENING COMMITTEE FALL 2020

Thank you for your time and help as part of the reopening committee. The reopening committee plays an essential part of the move-in process. Planning for move-in during the pandemic will look different than it typically does. The following individuals have been identified as members of each reopening committee: chapter president, house manager/director of facility operations, vp finance/director of financial operations, alumna advisor, financial and administrative adviser/operations adviser house director and house corporation officer/Tri Delta Housing property manager. This resource will help to establish specific plans for your facility's resident move-in.

INITIAL PLANNING

- Identify if there are any additional officers that should be included on this committee and share this information with them.
- Schedule a time to meet as a committee.
- Review the move-in resources Tri Delta Housing has provided.

PLANNING MEETING

- During this meeting the house corporation or Tri Delta Housing property manager and house director may share initial plans that have been discussed. Come prepared to discuss specifics related to move-in.
- Come prepared to develop and complete the [move-in FAQ](#) together during this meeting.

COMMUNICATING MOVE-IN PLANS

- After the planning meeting is completed and all move-in plans are finalized, draft a communication to the incoming residents. This communication should include the move-in guidance for residents and the fully developed move-in FAQ.
- Determine what committee member will send this communication. Distribute this information to residents.

ONGOING STEPS

- Stay in close communication with the reopening committee.
- Provide any pertinent information you receive from your members with your house director. Communication is KEY!
- If a situation or circumstance presents itself that is not covered in the move-in resources, connect with your house director and house corporation/Tri Delta Housing property manager for additional guidance.