



TRI DELTA  
HOUSING

REOPENING FALL 2020  
COVID-19 TOWNHALL



# VIRTUAL PARTICIPATION

All participants on the call are automatically muted.

Participants can ask questions throughout the presentation by using the “Q&A” feature.

This session is being recorded.



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# AGENDA

Tri Delta Housing's Philosophy

Scenarios & Resources

Questions



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# GUIDING PHILOSOPHY

**We can't guarantee safety, nor can we guarantee compliance...**

**We CAN utilize the guidance provided by the Centers for Disease Control and reopen our facilities to be COVID-19 prevention ready!**

**[www.tridelta.org/covid19](http://www.tridelta.org/covid19)**



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*“How will we know exactly what to do to get our facility ready to reopen this fall?”*

*“Has Tri Delta issued guidance?”*

*“Where do we begin?”*

# SAFETY PLAN



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# COVID-19

Tri Delta Housing is committed to maintaining a safe environment where all collegiate members can live, learn and lead. As we continue to navigate the impacts of COVID-19 the safety and well-being of Tri Delta members continues to be our focus.

## COMMUNICATIONS

### TRI DELTA HOUSING COMMUNICATIONS

[Returning to the Tri Delta House - July 9](#)  
[COVID-19 Facility Resources - July 7](#)

#### ARCHIVED

[Reopening Committee Kickoff - June 12](#)  
[Returning to Tri Delta Housing in Fall 2020 - June 8](#)

### LOCAL HOUSE CORPORATION COMMUNICATIONS

[COVID-19 Reopening Guidance - July 7](#)

#### ARCHIVED

[Reopening Committee - Fall 2020 - June 12](#)  
[Navigating COVID-19 - Now and Future - June 5](#)

## RESOURCES

### TRI DELTA HOUSING RESOURCES

[COVID-19 Housing Safety Plan](#)  
[Social Distancing | Bed Positioning & Placement](#)  
[Isolation, Reporting and Response Protocol](#)  
[Returning to Tri Delta - Residents](#)  
[Returning to Tri Delta - Non-Residents](#)

#### FORMS

[COVID-19 Acknowledgment and Personal Expectations](#)  
[Roommate Agreement](#)  
[Emergency Medical Information](#)  
[Opening / Closing Date Template - Semesters](#)  
[Opening / Closing Date Template - Quarters](#)  
[Vendor Letter Template](#)

#### FACILITY SIGNAGE

[Directional](#)  
[Entering the Facility](#)  
[Housekeeping](#)  
[Temporarily Closed](#)  
[Social Distancing](#)  
[Isolation Room](#)

### LOCAL HOUSE CORPORATION RESOURCES

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[Message to Members Template](#)  
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#### 2020 MOVE-OUT

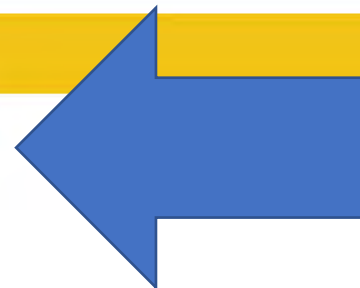
[Move-Out Guidance for Residents](#)  
[Move-Out Guidance FAQ](#)  
[Move-Out Guidance | Planning Committee](#)

#### FACILITY EMPLOYEES

[Employee Expectations & Protocols](#)  
[Being a House Director During COVID-19](#)

#### GENERAL

[CDC Guidance for congregate Housing](#)  
[CDC Guidance for cleaning and disinfecting your facility](#)  
[M/I Insurance COVID-19 Response Page](#)  
[CSL Management's 90-day facility readiness road map](#)





# RESOURCES

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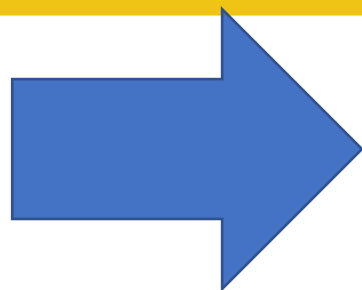
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# SAFETY PLAN

## What's in the Safety Plan?

- Dining Plan Guidance
- Vendor Guidance and sample communications
- Supply List
- Signage Samples
- Opening and Closing Date Templates (for license agreement changes)
- Housekeeping Guidance including sample cleaning log
- A room-by-room and space-by-space Compliance Plan
- Chapter Activities Recommendations
- Visitation Policy Recommendations
- A templated move-in process with guidance for each position on the Move-In Committee







# MEMBER BEHAVIOR



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*“There is a concern that some members will not take COVID-19 seriously and may put others in harms way due to their individual behavior. This may make some members wary about returning to the house.”*

*“What do we tell them?”*

# MEMBER BEHAVIOR



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## **EXPECTATIONS FOR TRI DELTA MEMBERS**

- Take seriously the responsibility to keep yourself, our Tri Delta employees, and your Tri Delta sisters healthy.
- Follow house rules and CDC guidelines about social distancing, handwashing and hygiene.
- Tri Delta Housing recommends that members self-screen (take their own temperature) daily.
- Tri Delta Housing recommends that members wear masks in common areas of the house when six feet of social distancing is not possible.
- If you have been exposed or are showing symptoms of COVID-19, follow CDC guidelines and consult your healthcare provider to inquire about being tested.

## **RESOURCE(S)**

- COVID-19 Acknowledgement of Personal Responsibilities and Expectations
- Returning to Tri Delta for residents and non-residents
- Roommate Agreement

# RESOURCES

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[Social Distancing | Bed Positioning & Placement](#)

[Isolation, Reporting and Response Protocol](#)

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## COVID-19 ACKNOWLEDGEMENT OF PERSONAL RESPONSIBILITIES AND EXPECTATIONS

As a member of the \_\_\_\_\_ Chapter of Tri Delta, I understand my responsibility to be in compliance with COVID-19 health guidelines in my interactions with other members, volunteers and employees. This includes wearing a face mask, handwashing, social distancing, cough hygiene, self-screening, and other precautions and practices recommended by and available by the Centers for Disease Control and Prevention (“CDC”) at [CDC.gov](https://www.cdc.gov).

I recognize and understand that preventing the spread and reducing my risk of contracting the COVID-19 virus involves continual personal decisions and precautions. I recognize and understand that guidance addressing how to protect myself and others from COVID-19 is available at [CDC.gov](https://www.cdc.gov), through local and state guidance, and other sources. I understand that this guidance can change, and that I have a personal responsibility to stay abreast of these guidance sources. I also understand that it is my personal responsibility to follow guidance provided by reputable sources.

I recognize and understand that guidance on how to protect myself from the COVID-19 virus and how to avoid spreading the virus to my chapter members and others, is available at [CDC.gov](https://www.cdc.gov), includes the following:

- Knowing how COVID-19 spreads
- Thoroughly washing my hands often
- Putting distance (maintaining 6 feet) between myself and other people
- When to cover my nose and mouth with a cloth (face mask)
- Cleaning and disinfecting frequently touched surfaces
- Monitoring my health

I will educate myself on these points and on the symptoms of COVID-19 (available at [CDC.gov](https://www.cdc.gov)).

I agree to follow this guidance while in and outside the chapter house facility and to follow this guidance for any group and chapter functions.

I agree to respect, with kindness, the health concerns of other members in my interactions with them. I agree to uphold our Purpose, by exercising “the highest responsibilities of college women.”

Dated: \_\_\_\_\_, 2020

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

# MEMBER BEHAVIOR



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CONFIRMED  
COVID-19 CASES

*“What if we have a member that tests positive for COVID-19?”*

*“What if others are exposed?”*

*“What if a member can't leave to go home?”*



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# POSITIVE COVID-19 TEST



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The following steps are recommended (in the order listed):

1. Member returns to permanent home for at least two weeks until symptoms are gone.
2. Member works with the university to move to a spot designated for students to self quarantine (likely on-campus).
3. If the first two options are unavailable, the member should work with their chapter leadership and/or Tri Delta Housing Property Manager to secure an alternate accommodation.

## **RESOURCES:**

- Isolation, Reporting & Response Protocol
- Returning to Tri Delta for residents and non-residents
- COVID-19 Acknowledgement of Personal Responsibilities and Expectations
- Temporary isolation room signage
- Emergency medical information form

# RESOURCES

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[Social Distancing | Bed Positioning & Placement](#)

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# SOCIAL DISTANCING

*“The CDC encourages six feet between individuals for proper social distancing. There are so many areas that will need to be adapted to meet these recommendations in our house.”*

*“Where do we start?”*



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# SOCIAL DISTANCING



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## **RESOURCE(S)**

- COVID-19 Housing Safety Plan
- Social Distancing | Bed Positioning & Placement
- Social Distancing Signage
- Entering the Facility Signage
- Directional Path Signage
- Temporarily Closed Signage
- Roommate agreement
- COVID-19 Acknowledgement of Personal Responsibilities and Expectations
- Returning to Tri Delta for residents and non-residents



# SOCIAL DISTANCING



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## HELP PROTECT YOURSELF AND OTHERS FROM COVID-19

PRACTICE SOCIAL DISTANCING



STAY 6 FEET (2 ARMS' LENGTHS) FROM OTHER PEOPLE

AND WEAR A CLOTH FACE COVERING



BE SURE IT COVERS YOUR NOSE AND MOUTH TO HELP PROTECT OTHERS.  
YOU COULD BE INFECTED AND NOT HAVE SYMPTOMS.

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INFORMATION PROVIDED BY CDC.GOV

## SOCIAL DISTANCING AND BED POSITIONING FOR TRI DELTA HOUSING

### Social Distancing

Involves establishing ways to increase physical distance between individuals in settings where people commonly come in close contact with one another. Below are instructions for bed positioning to ensure the safety of residents in Tri Delta houses and reduce the spread of COVID-19.

#### For single beds positioned next to each other (side-to-side):

- At least 6 feet apart AND residents' laying position is head to toe.



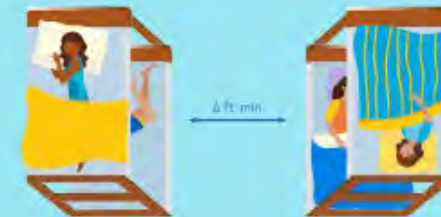
#### For beds positioned across from one another (end-to-end):

- Feet of beds are at least 6 feet apart AND residents' laying position is toe to toe.



#### For bunk beds that are positioned next to each other or across from one another:

- Position beds at least 6 feet apart.
- Ensure the residents' laying position is head to toe on each separate bunk bed, so positioning allows for the least transmission risk possible. This includes laying position that is head to toe with adjacent bunks.



# SOCIAL DISTANCING



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# SOCIAL DISTANCING

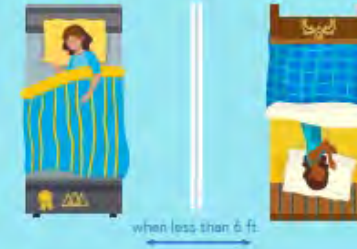


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## PLACEMENT WHEN POSITIONING BEDS 6 FEET APART OR MORE IS NOT POSSIBLE

### For single beds:

- Position beds at least 3 feet apart.
- Place temporary barriers (e.g., partitions, nailing string from wall-to-wall and hanging sheets or blankets, using dressers or cardboard boxes as a barrier) between beds.
- Ensure residents' laying position is head to toe.



### For bunk beds:

- Position beds at least 3 feet apart.
- Place temporary barriers (e.g., partitions, nailing string from wall-to-wall and hanging sheets or blankets, using dressers or cardboard boxes as a barrier) between beds.
- Ensure the residents' laying position is head to toe on **each separate bunk bed**, including positioned head to toe on adjacent bunks.



### For rooms with more than 10 beds:

- Position beds at least 3 feet apart.
- Include temporary barriers to separate beds to the fullest extent possible.



## IMPORTANT!

If a resident has been diagnosed with or shows symptoms of COVID-19 (e.g., fever, cough, shortness of breath), follow specific guidance provided by Tri Delta Housing for reporting and relocating the resident.





# VENDORS

*“We have several vendors that provide services to our facility, how can we be sure that they are not putting our members at risk when providing services onsite or making deliveries?”*





# VENDORS

## **RESOURCE(S)**

- COVID-19 Housing Safety Plan
  - General guidance sub-section for vendor guidance
- Vendor Letter
- Entering the Facility Signage
- Delivery point Signage
- Directional Path Signage
- Housekeeping Signage







# VENDORS



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Dear Valued Vendor,

The health, safety, and well-being of our members, employees and vendors remain a priority focus for Tri Delta. We are continuously updating our best practices and adopting new guidance from appropriate governmental and health agencies and officials. We expect that you are taking all appropriate measures as well.

Our goal is to reopen this fall while providing safe and healthy living, learning and leading environments for our members. We trust that you, too, are working tirelessly and doing everything in your control to stay informed to effectively navigate and mitigate the impacts of COVID-19 over months ahead. We are relying on you, our valued vendor, to do everything possible to mitigate the impacts of COVID-19 and help ensure the safety of your employees and customers when you are in our facility.

We ask that you become familiar with our general expectations for all vendors. Additional requirements may be provided depending on the area of service your company provides to our facility.

- Understand that the Tri Delta facility is a congregate housing environment.
- Take seriously your responsibility to keep yourself, our Tri Delta employees, and Tri Delta sisters healthy.
- Follow house rules and CDC guidelines about social distancing, handwashing and hygiene.
- Self-screen (take their own temperature) before entering the facility.
- Wear a mask and any other appropriate PPE in when in the facility.
- Provide advance notice or schedule appointments so that residents can be notified in writing prior to arrival. Do not plan to show up unannounced.
- Obtain information about who to contact upon arrival and how to access the facility.
- If you provide deliveries to the house, understand where the designated delivery area is located and what times deliveries will be accepted.
- Be flexible. Should a resident or employee test positive for COVID-19, Tri Delta will notify vendors to reschedule any non-emergency maintenance to limit people entering the facility.

Now, perhaps more than ever, constant and transparent communication is absolutely critical. There may be instances where we must be agile to make modifications or cancellations to existing orders, adjust timelines for facility maintenance, or other unforeseeable events resulting from COVID-19. In the spirit of partnership, we ask that you do everything possible to keep us timely and fully informed of anticipated impacts to your company and the service you provide to our facility.

We sincerely appreciate your continued support and we wish you and yours health and safety during these challenging times.

Sincerely,

House Director Name

University



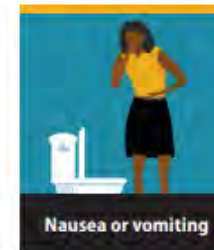
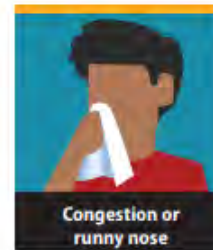
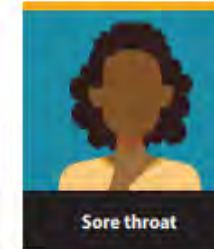
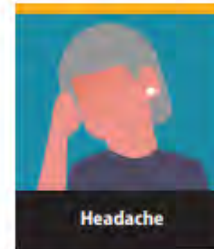
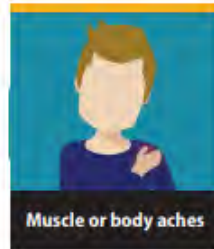
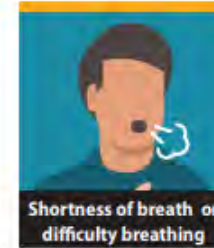
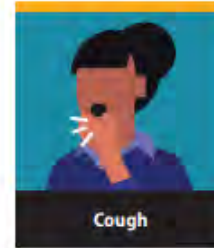
# VENDORS



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**PLEASE READ BEFORE ENTERING.**

## IF YOU HAVE



**IF YOU ARE EXPERIENCING COVID-19 SYMPTOMS SUCH AS ACTIONS ABOVE PLEASE DO NOT ENTER THE FACILITY.**

**THANK YOU FOR HELPING US KEEP OUR MEMBERS AND STAFF SAFE.**

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INFORMATION PROVIDED BY CDC.GOV



# EMPLOYEES

*“Our house is supported by several employees that report to the facility everyday.”*

*“What should we do to ensure their safety and the safety of our members?”*





# FACILITY EMPLOYEES



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## **EMPLOYEES ARE EXPECTED TO:**

- Follow house rules and CDC guidelines about social distancing, handwashing and hygiene.
- Self-screen (take their own temperature) daily.
- Wear masks and other appropriate PPE when in the chapter house.

## **EMPLOYEES EXPOSED | SYMPTOMATIC | TEST POSITIVE:**

- Should not report to work.
- May only return to work once all of the following conditions have been met:
  - Employee has self-quarantined for 14 days
  - Employee is fever free for 72 hours, without the use of medication that reduces fevers
  - Other symptoms have improved
  - Documentation is provided by employee health care provider that the employee has been cleared to return to work

## **RESOURCE(S)**

- Employee Expectations & Protocols
- Being a House Director During COVID-19
- Tri Delta Workplace Health Screening





# RESOURCES

## TRI DELTA HOUSING RESOURCES

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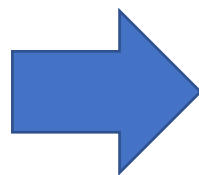
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## 2020 MOVE-IN

[Move-in Guidance for Reopening Committee](#)

[Move-in FAQ Template](#)

[Move-in Guidance for Residents](#)

[Move-in Guidance for House Directors](#)

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## REFUNDS & PRORATIONS

*“What if our members ask us for refunds because we must close our facility due to COVID-19?”*

*“Our members have indicated they expect a refund if they have to leave to self-isolate.”*





# REFUNDS & PRORATIONS



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HOUSE CORPORATION PRORATION FORM					
Line Number		NOTES		total	
<b>CASH ON HAND</b>					
1	Checking account				
2	Savings account and other liquid investments				
3	Accounts held as collateral for debt obligations	this amount will be subtracted on the books but not yet collected (i.e. billed to chapter but not yet collected)			
4	Accounts Receivable from Chapter at present				
5	Future amount due to HC from Chapter, thru end of academic year	rent that has not yet been billed to the chapter			
6	Less, checks written but not yet cashed from HC account.	this amount will be subtracted			
7	Add, deposits in transit	deposit submitted to bank but not reflected in balances above			
8					
9					
10					
11	Subtotal			-	
12	Cash reserve holdback		10%	-	
13	Net Cash on Hand			\$ -	
<b>FIXED EXPENSES (CASH BASIS)</b>					
		NOTES	monthly	#payments	total
14	Mortgage Payments	Include all months you will pay mortgage before receiving revenue again from the chapter.			-
15	Property Taxes	Include any outstanding property taxes to be paid before receiving revenue again from the chapter.			-
16	Insurance	(Add 10% to last year's payment amount)			-
17					-
18					-
19					-
20					-
21					-
22	subtotal				-
23	Repairs & Maintenance Contingency			15.00%	-
24	total				\$ -

## RESOURCES

- Returning to Tri Delta for residents and non-residents
- House Corporation Proration Form
- House Corporation Proration Form Instructions



# RESOURCES RECAP

All resources covered tonight AND MORE are accessible by visiting:  
[www.tridelta.org/covid19](http://www.tridelta.org/covid19)

Connect with each other!! [Tri Delta Housing](#)  
Private Group hosted by Tri Delta on Facebook



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# QUESTIONS

Thank **YOU** for all that you do to support  
Tri Delta homes and sisters!



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