



TRI DELTA HOUSING SAFETY PLAN

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REOPENING

Tri Delta Housing has developed guidance for chapter houses to reopen during the COVID-19 pandemic. This guidance has been developed using resources from the Center for Disease Control and Prevention and MJ Insurance, Tri Delta's insurance partner, based on information published to-date. Based on the evolving nature of COVID-19, the reopening guidance may be modified. In order for a house to reopen, these precautions and temporary measures should be implemented.

Tri Delta Housing expects that chapter facilities will open at all universities that plan to have students on-campus for the fall 2020 semester. Chapters and house corporations should monitor each university's decision for fall 2020. Chapters should be communicating with their house corporation or Tri Delta Housing property manager as university decisions evolve and announcements are made.

If your university has announced plans for students not to return to campus for fall 2020, please consult with your housing volunteer coordinator (house corporation facilities) or Tri Delta Housing property manager (Tri Delta Housing facilities). Decisions on reopening under this scenario will be made on a case-by-case basis considering university and state and local COVID-19 strategies.

[COVID-19 Housing Safety Plan Preliminary Guidance for house corporations](#)
[COVID-19 Housing Safety Plan Preliminary Guidance for Tri Delta Housing](#)

GENERAL GUIDANCE

- Increase cleaning with a focus on high-touch surfaces in common areas including bathrooms, stairwells, entry points and food service areas. Review [housekeeping guidance](#) for chapter facilities. Make arrangements to ensure staff or vendors are prepared for reopening.
- Review [dining plan guidance](#) for chapter facilities. Make arrangements to ensure staff or vendors are prepared for reopening.
- Review [vendor guidance](#) for chapter facilities. Evaluate and consider how residents will report maintenance requests.
- Review the recommended [supply list](#). Take inventory of existing supplies. Make purchases to appropriately stock and backfill for reopening.
- Review [signage](#) related to social distancing and use of the facility developed by Tri Delta Housing. Select and employ appropriate signage throughout the facility.
- Review opening and closing dates and make any modifications based on changes to the academic calendar. Communicate these changes to residents.
 - [Opening and closing date template](#) – semesters
 - [Opening and closing date template](#) – quarters

HOUSEKEEPING GUIDANCE

- All facilities should be thoroughly deep cleaned during the summer months prior to reopening.
- Regular housekeeping services should continue with additional measures in place to help prevent the spread of COVID-19. Cleaning measures should be increased and follow the guidance from the [CDC](#). Cleaning and disinfection measures should be completed daily, with high touch surfaces cleaned three times per day when the facility is occupied.

- Create a [cleaning log](#) to be posted in shared spaces for housekeeping to record the last time the space was cleaned and/or disinfected.
- Ensure high-touch surfaces are cleaned and disinfected daily. This might include door knobs and handles (interior and exterior), panic bars, handrails, blind wands, light switches, cabinet and drawer handles, countertops, tables, hard back chairs, desks, phones, keyboards, toilets, faucets and sinks.
- Ensure there is a frequent schedule for trash to be removed from the facility. Sanitize waste and recycling receptacles regularly. Review the trash and recycling container sizes and pickup schedules. Make adjustments to container size or pickup frequency as needed to account for potential increases of used disposable products.
- Designate special waste containers for used personal protective equipment.
- Clean and disinfect bathrooms spaces three times daily. Use CDC recommended disinfectants with high frequency in these spaces.
- Create a “lost and found” in the laundry room. Ensure this space is picked up regularly, left items are placed in lost and found and the lost and found box is emptied regularly.
- If an exercise room is present, ensure that additional cleaning measures are implemented in this space.
- If the collegiate women sit on the floor, ensure measures are in place for rugs and carpet to be disinfected. After testing for color fastness, this may be done with rubbing alcohol in a spray bottle.
- Consider purchasing a fogger to disburse disinfectant in common areas and bathrooms.
- While residents will still be responsible for the regular housekeeping in their bedrooms, housekeeping should regularly disinfect bedroom door handles from the exterior of the room.
- Create a plan for additional exterior cleaning measures. This may include access control systems, handrails and railing, door knobs/handles, dumpster enclosure gates and patio furniture.
- New cleaning cloths, gloves, mop heads and mopping water should be used in each area to limit cross-contamination
- Have a plan for any reusable housekeeping supplies to be cleaned between use in the dishwasher or washing machine.
- If a third-party vendor is used for cleaning services, ensure they are equipped to comply with CDC guidelines. Ensure housekeeping vendors equip staff to wear personal protective equipment including disposable masks, gloves and gowns when they are on-site.
- Create a plan for housekeeping measures following a positive case of COVID-19 which would include
 - Closing off areas used by the sick person until cleaning and disinfection can be completed.
 - Waiting at least 24 hours before cleaning and disinfecting the sick person’s area. If 24 hours is not feasible, wait as long as possible.
 - Follow increased cleaning measures outlined by the [CDC](#).

DINING AND MEAL PLANS

- Consult with your local health department to understand local requirements related to food service.
- Anticipating that the occupancy in the dining room is reduced, create a plan to determine how you will continue meal service for residents and non-residents. Consider creating a rotating meal schedule or sign-up process. Determine if it is feasible for non-residents to eat

in the dining room. Consider a grab-and-go option to help with reduced occupancy. Consider utilizing a virtual document for signups and meal shifts, e.g. google doc., etc.

- Plan to provide individually plated or meals packaged by the kitchen staff, including tossed/composed salads and desserts. Utilize disposable products and cutlery for service.
- Plan for meals to be served at a designated pick-up area, at or close to the kitchen.
- Create a plan for late plates, including where they will be stored. Ensure they are labeled, dated and refrigerated for pick-up after meal service is complete.
- Beverages that are normally provided as part of regular service should be provided in single-serve packages, e.g., juice boxes/bottles, ½ pint milk cartons, iced tea, lemonade, bottled water, etc. Staff may also prepare single serve beverage options during meal service times.
- Be prepared for as many scenarios as possible:
 - Rolling shutdowns: create a plan for staff to clear out quickly, safely store quality products and reduce waste; have a plan for services to reopen and resume operations quickly as/when allowed
 - Rolling shortages of certain products: prepare to purchase certain items in bulk when storage is available to help offset any shortages; utilize creative menu writing and cross utilization to provide quality services even if there are shortages
 - Create plans to ensure that when employees are sick, they are able to stay home without drastically impacting the dining program for the members.
- If you utilize a catering service, review or revisit your service contact. Ensure service dates align with the new academic calendar and holidays and that associated costs are adjusted accordingly. Consider adding language to provide flexibility if the chapter facility has to suspend dining services or if membership numbers change. Be proactive with expectations that costs will scale based on demand.

VENDOR GUIDANCE

- [Communicate](#) with vendor partners about expectations before arriving to the facility. Share Tri Delta's Housing safety plan and ask that vendors follow the guidelines.
 - Take seriously their responsibility to keep themselves, 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.
- Determine what times vendors and deliveries should be scheduled and how they will access the facility.
- Communicate that the facility is congregate housing so they understand any potential risk factors.
- Ensure vendors know that they cannot arrive to the facility without prior notice. Create a plan for whom they will contact upon their arrival.
- Ask vendors to complete a self-assessment prior to entering the facility considering the following:
 - Does the individual have personal protective equipment on such as a mask?
 - Has the individual washed their hands or used an alcohol-based hand sanitizer? If not, ask the service person to do so on arrival.

- Has the individual been exposed to a person with COVID-19, is showing symptoms of COVID-19 or has tested positive for COVID-19? If so, service person should not enter the building.
- Deliveries
 - Determine a designated area with limited staff access and minimal member access.
 - Create a plan to allow for social distancing so close contact with individuals at time of delivery can be avoided. Consider how you can limit contact with frequently touched surfaces during deliveries, such as countertops, elevator buttons, doorbells, door handles, etc.
 - Discuss policies and technology options that allow and prioritize contactless deliveries (e.g., no-knock, no-signature, all electronic credit card transactions, etc.) that limit or eliminate close contact between individuals.
 - Have disinfectant cleaning materials near designated area for deliveries to allow for immediate sanitation following the delivery. Ensure anyone receiving deliveries wash their hands after the delivery has been received.
 - Have supplies to wipe down and disinfect or extra pens available to avoid sharing scanners, pens, or other tools.
- Maintenance
 - Review your preventative maintenance and life safety inspection schedules. When possible, schedule appointments for these services when the facility is closed. Determine what preventative maintenance and life safety inspections will have to be completed while the facility is open and schedule in advance.
 - Create a plan to notify and communicate with residents about any areas that may have maintenance or service performed.
 - Create a plan for who the vendor will contact upon arrival, where they will enter and how they will be escorted throughout the building.
 - Determine a communication and action plan for any maintenance in residential bedrooms. Consider scheduling based on non-urgent and emergency repairs. Consider how service person and resident(s) will practice social distancing during service call.

SUPPLIES

- Be prepared and track inventory of regular household, cleaning and kitchen supplies. Lead times for high demand items might be longer than usual. Ensure quantities are secured to maintain the operations of the chapter facility. These items may include:
 - Soap
 - Toilet paper
 - Paper towels
 - Trashcan liners
- Procure hand sanitizer stations and hand sanitizer, in liquid or gel form, that contains at least 60% alcohol.
- Procure CDC suggested and EPA criteria approved [cleaning agents](#) for housekeeping staff and resident use.
 - When EPA approved disinfectants are not available, alternative disinfectants can be used (70% alcohol solution or 1/3 cup bleach to 1 gallon of water).

- Provide supplies such as disinfectant agents, wipes, masks and gloves for residents to disinfect before and/or after use.
- Procure disposable or single serve items for meal service such as:
 - Plates, bowls and cups
 - Food containers/to-go boxes
 - Cutlery and napkins
 - Individually packaged food items
- Procure personal protective equipment (PPE) for employees including gloves and disposable masks.
- Additional supplies to consider:
 - Automatic or touchless dispensers for paper towels and hand soap
 - Hands free door openers or step and pull devices
- For lodges and locations without house directors, create a plan to inventory and order supplies.

EXTERIOR

- Determine locations for any exterior signage that may be needed. Display signage for anyone arriving at the facility.
- Assess your access control system. Consider a fob or swipe card system if you don't already have one.
 - If your facility operates on a key punch or fingerprint system and modifications are not made, research cleaning agents that can be safely used on this equipment and develop a regular cleaning schedule for the high touch surfaces.
- Rearrange and spread out exterior furniture to allow for proper social distancing.
- Secure exterior storage closets/sheds. Limit access to staff.

INTERIOR

- Evaluate maximum room occupancy to allow for social distancing of 6 feet from person to person. To obtain the suggested maximum room occupancy, determine total square footage of a room and divide by 36. Post signage based on new maximum occupancy per room.
- Determine locations for interior signage that may be needed. Display signage.
- Install hand sanitizing stations at entryways, dining areas and any additional high-traffic areas.
- Install touchless options, like step and pull devices, for doors that may be in high traffic areas throughout the building. Make other adjustments to door handles to allow them to be pushed or swung open if possible.
- Determine the type of light switches in your facility. When possible, consider making changes to motion activated light controls in shared spaces (also an energy saver!).
- Limit access to residential areas (hallways, rooms and bathrooms) to house residents and staff.
- Secure utility and housekeeping closets. Access should be restricted to staff.
- Evaluate your Wi-Fi speeds and infrastructure. Consult with your IT and internet providers. Make modifications as needed to support any virtual recruitment activities or virtual classes.
- Consider closing any paging systems that are microphone based. Ensure additional cleaning measures are implemented if the system remains accessible.

- Be prepared to provide cleaning supplies and sanitizing/handwashing equipment throughout the facility near high touch surfaces so members can self-sanitize/disinfect before and/or after contact.

HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS

- Consult with your HVAC vendor to understand the type of system you have.
- If the facility has a forced air system, consider putting filters on a HEPA rotation and increasing frequency per the recommendations from your HVAC vendor.
- If the facility has equipment that introduces conditioned outside air into the facility (sometimes called a make-up air unit or energy recovery vehicle), consider how additional outside airflow can be increased into the facility per the recommendations from your HVAC vendor.
- Coordinate for preventative maintenance and filter changes before reopening. Discuss a regular schedule with your vendor. Prepare to schedule additional filter changes and preventative maintenance throughout the school year.

SHARED SPACES, COMMON AREA ROOMS AND HALLWAYS

- Furniture in common areas should be rearranged or removed to provide six feet distance.
- Collect and store pillows and blankets.
- Close access to piano if present.
- Determine rooms that have TVs and remotes. Create a plan and have disinfecting supplies available before and after remote use. Make hand sanitizer available in these spaces.
- Close water fountains. Create cleaning plans to include bottle filling stations.

STAIRWELLS AND ELEVATORS

- Determine ingress and egress paths. To minimize contact, if possible, create directional paths for one-way use of stairwells unless there is an emergency.
- Place hand sanitizer stations at the entrance of a new floor based on established directional paths.
- Limit access to elevator to staff and members with accessibility restrictions. Determine how you will ensure elevator usage will be limited. If elevator cannot be restricted, increase cleaning frequency of high-touch surfaces.

MAIL ROOM

- Develop a plan for mail to be collected and sorted daily into member mailboxes.
- Packages, upon receipt, should be placed outside the resident's room door. Packages should not pile up or collect in the mailroom.
- Only residents should have packages delivered to the chapter facility.

LAUNDRY ROOM

- Consider propping the door open to minimize surface contact.
- Provide supplies for residents to self-sanitize/disinfect before and after each use.
- If there is a sink in this space, make it a hand washing station. If there is not a sink, add a hand sanitizer station.

EXERCISE ROOM

- Based on the size of this space, consider limiting access to a certain number of residents at one time or rearranging equipment to allow for social distancing.
- Consider creating a sign-up system, such as a Google Doc, for sign-ups with a set duration for workout periods (e.g., 60 minutes).
- Consider removing hard-to-clean fitness items, such as hand weights, mats, and exercise balls.
- Determine a cleaning schedule and frequency to ensure any equipment is sanitized and disinfected regularly if equipment is available for use. Provide supplies for residents to self-sanitize/disinfect before and/or after each use. If this is not possible, consider closing the space.

SERVERY, KITCHENETTES AND RESIDENTIAL KITCHENS

- Close salad bars and hot serving lines that are self-service/buffet style based on modified meal service plans.
- Close self-serve beverage dispensers based on modified meal service plans.
- Stock this area with disposable products and cutlery.
- Replace bulk snack containers with individually packaged snacks.
- Evaluate the ice maker. Consider securing ice bins or limiting access to staff only.
- Evaluate small appliances that are resident accessible such as microwaves, toasters, Keurig's, etc. Determine if appliances can be regularly cleaned and sanitized.
- Determine how to provide access to late plates for residents.
- Create a plan for the resident accessible refrigerators and freezers to be cleaned and emptied every 48 hours. Ask residents to label and date all food stored in these units.
- Determine if servery/kitchenette spaces will be closed during meal service times to allow for staff to serve meals based on modified meal service plans.
- Check the type of dispensers you have in this space. Consider converting soap and paper towel dispensers to automatic or touchless.
- If a sink or residential cooking equipment is present, provide supplies for residents to self-sanitize/disinfect after each use.
- Remove shared pots, pans and serving ware. Replace with disposables and communicate with residents so they are prepared to bring their own supplies.
- If a roll up door is present that provides access to the kitchen, keep it secured and closed.
- Review small kitchenette-type areas outside of the dining area (for example in study or TV rooms) to align with guidance for these spaces.

DINING ROOM

- Space tables and remove chairs as needed to accommodate social distancing.
- Eating should be limited to this area of the facility.
- Utilize place mats or floor markers to designate appropriate places to sit or stand in line while socially distancing.
- Place trash cans throughout. If these are normally kept in built in cabinetry, remove trash cans from scullery area to prevent congested/high traffic areas. Determine if it might be necessary to increase dumpster capacity or pick up frequency with the use of disposable containers and cutlery.
- Make any additional accommodations to the space based on modified meal service plans.

COMMERCIAL KITCHEN

- Restrict kitchen access from all chapter members. Limit to staff only.
- Between every meal thorough cleaning and disinfecting by staff or vendor should be completed.
- Display proper signage in kitchen to remind staff about personal hygiene, self-screening, and social distancing guidelines.

BATHROOMS

- Some bathroom spaces will need to be modified to increase the space between usable shower stalls, sinks and commodes.
 - Review sink placement and determine a plan to ensure 6 feet distance between sinks.
 - If sinks should be closed to create distance, consider turning off the water and posting signage noting the sink is closed.
 - If 6 feet distance cannot be met, take measures to add temporary barriers between sinks.
 - Check the type of dispensers you have in this space. Consider converting soap and paper towel dispensers to automatic or touchless.
 - Provide supplies at each open sink for residents to self-sanitize/disinfect faucet, handle and counter after each use.
 - Review shower locations and determine plan to ensure 6 feet distance between showers.
 - If showers should be closed to create distance, consider turning off the water and posting signage noting the shower is closed.
 - If a shower stall is not fully barriered, consider adding floor to ceiling shower curtains.
 - Provide supplies near the shower for residents to self-sanitize/disinfect showers and handles before and/or after use. Add a trash can to this area if needed for disposal of used supplies.
 - Review commode locations and determine plan to ensure 6 feet distance between commode stalls.
 - If commodes should be closed to create distance, consider turning off the water and posting signage noting the stall is closed.
 - Ensure commodes have a toilet seat and cover.
 - Provide supplies near commodes for residents to self-sanitize/disinfect door and toilet handles before and/or after use.
 - Provide touchless trash container and liner for disposal of feminine hygiene products. Close any built-in containers and post signage if needed.
- Ensure exhaust fans are clean and operating properly. Fans should be running when bathrooms are in use.
- Use the same guidance for guest bathroom(s) if present. If a guest bathroom is present, limit communal resident bathrooms to resident use only.

BEDROOMS AND SLEEPING DORMS

- Utilize the [social distancing and bed positioning resource](#) to determine bed placement in bedrooms. Where possible, beds should be spaced at least six feet apart and members should be asked to sleep head-to-toe if sharing a room. When it is not possible to space beds six feet apart, temporary barriers should be installed between beds.

- If a sleeping dorm is present, develop a plan to utilize day rooms and sleeping dorm for beds. Implement the social distancing and bed positioning guidelines to create barriers in the dormitory space as needed. Increase outside airflow into the space if beds remains.
- If you are converting day rooms or other spaces into sleeping rooms to accommodate social distancing and bed positioning consider the following:
 - Size of the room. It is recommended that sleeping rooms should be at least 70 square feet and have no dimensions less than 7 feet.
 - Fire and life safety protection. The sleeping room should have station smoke alarm inside and outside of the sleeping room. If a sprinkler system is present a window may not be necessary. Carbon monoxide detectors should be located outside of sleeping rooms.
 - Windows. If the room is below grade or if the room does not have sprinkler system coverage, it is recommended that a window with minimum clear opening width and height of 18 inches, a minimum total clear openable area of 4 square feet, and a maximum sill height above floor level of 48 inches is present.
 - Doors. The room should have a solid core door with self-closing hardware.
- Review any modifications with your local fire marshal as needed.
- Have roommates complete a [roommate agreement](#) upon move-in.

GUEST ROOMS

- Close the guest room to guests.
- While self-isolation is not permitted at the facility, the guest room can be used as a temporary space if a resident needs to make arrangements to relocate for either of these purposes. Use of the space should be determined on a case by case basis based on availability. Determine how a resident would access a bathroom (private or communal) and receive meal service while temporarily staying in this space. Develop a plan for cleaning and disinfection after the space is vacated.

CHAPTER ACTIVITIES IN THE FACILITY

- Recruitment
 - If your university community intends to have any portion of formal recruitment in-person at the chapter facility, please coordinate with Jennifer Ebert to set up a consultation. You may email her directly at jebert@trideltaeo.org.
 - Consider how the chapter might practice social distancing during in-person events in the facility. The chapter might need to identify different spaces in the facility to host recruitment parties to allow members and potential new members space to spread out.
 - Collaborate with your fraternity and sorority advisor and campus Panhellenic recruitment team to determine if it will be possible for members to leave the facility when they are not recruiting. This will allow members to space out more and for the chapter to utilize more space for recruiting activities.
 - If your chapter typically provides meals to members during recruitment, create a plan to distribute meals to members based on modified meal service plans.
 - The membership selection committee and advisor should consider leaving the facility for MSC meetings following the completion of recruitment rounds for cleaning and disinfecting.

- Coordinate for additional cleaning and disinfecting measures between recruitment rounds. In addition to decoration setup committees for in-person rounds, create plans to delegate members to disinfect door knobs (front door, bathroom, etc.), furniture, etc. before each recruitment party begins.
- Discuss with your campus Panhellenic recruitment team the requirement to serve refreshments during events. If your chapter will be asked to serve refreshments to potential new members, serve them individually packaged items so they can take with them from the event.
- Limit the number of alumnae coming to assist the chapter with recruitment to only those who are absolutely necessary.
- Chapter Activities (Meetings, Programming, Sisterhood, etc.)
 - Each chapter should follow guidance from the university regarding maximum attendance for group meetings and activities.
 - Based on chapter and facility size, it may be challenging to conduct activities in the facility while following these attendance guidelines.
 - If a room is large enough, all members should wear masks and practice social distancing by maintaining 6 feet of distance from member to member.
 - For some activities, such as a chapter meeting or program, a chapter should consider hosting that activity in shifts with as few members as possible per shift. Proper cleaning and disinfecting should take place between these activities.
 - If these guidelines cannot be followed a chapter should consider campus space or host the activity virtually.
- Rituals
 - Based on the chapter and facility size, it may be challenging to conduct Ritual in the facility.
 - If a room is large enough where social distancing by maintaining 6 feet of distance from member to member can be achieved, a chapter may hold Rituals in the facility.
 - The chapter should consider the absolute minimum number of participants and hold multiple ceremonies with a small group of members.
 - All members should wear masks.
 - Proper cleaning and disinfecting should take place between each ceremony.
 - If the chapter cannot follow these guidelines Ritual should not be conducted in the facility. The chapter may host virtual ceremonies as outlined in the Fraternity resources.

VOLUNTEER AND ALUMNAE VISITATION POLICY

- Visitation should be limited to advisors and house corporation officers as listed in TriConnect. (list in chapter visitation policy)
- Any advisor or house corporation officer visiting the facility should:
 - Take seriously the responsibility to keep themselves, Tri Delta employees, and their Tri Delta sisters healthy.
 - Follow house rules and CDC guidelines about social distancing, handwashing and hygiene.
 - Self-screen (take their own temperature) prior to arriving at the chapter facility.

- Wear a mask in common areas of the house when 6 feet of social distancing is not possible.
- Only necessary advisors should attend in person. Virtual attendance should be utilized when appropriate.
- Advisors or house corporation members may visit the facility for specific meetings or events as scheduled by the chapter. Notification of dates and time should be provided to collegiate chapter officers and alumna advisor.

VISITOR POLICY

- For non-member guests to visit the facility, the collegiate chapter should follow the procedures outlined in the Fraternity Policies for visitation. Tri Delta Housing encourages chapters to adopt a no-guest policy to reduce the chance of the virus entering the building.
- Tri Delta Housing acknowledges that out-of-house members will need to visit the facility for activities such as meetings and meal pick-up. Out of house members may visit the facility, but we recommend that they self-screen and wear a mask while at the facility.

MOVE-IN

- The reopening committee should work together to plan for resident move-in. Review and utilize the fully developed move-in guidance.
 - [Move-in guidance for reopening committee](#)
 - [Move-in FAQ template](#) (to be completed by reopening committee)
 - [Move-in guidance for residents](#)
 - [Move-in guidance for house directors](#)
- Consider ingress and egress paths, parking, and the ability to social distance in the facility.
- Determine move-in appointment windows and a schedule. Take into consideration how many residents are moving in. This might be a two or three hour window.
- Consider how many helpers a resident can bring. Ideally, limit the number of non-members accessing the facility as is reasonable.
- Arrange for regular housekeeping services to begin the first day women return to the facility. Consider how housekeeping can be accomplished during the move-in process.
- Post and distribute [COVID-19 Acknowledgement of Personal Expectations](#) to residents and non-residents.