

Zeta Beta Tau

A Brotherhood of Kappa Nu, Phi Alpha, Phi Epsilon Pi, Phi Sigma Delta, Zeta Beta Tau

We understand that house corporations will have questions and concerns about the potential spread of Coronavirus and the best way to handle an unexpected closure of the facility. We also know that many of you are navigating very challenging decisions about your facilities. We suggest that you consider the following:

- Follow all guidance provided by the [CDC](#), [WHO](#), state/city/local authorities and/or the college or university. If you have not already, we suggest that a member of the house corporation contact the college/university regarding recommendations specific to the campus.
- Encourage members of the chapter to review the [everyday preventive actions](#) recommended by the CDC to help prevent the spread of respiratory diseases.
- In the case of a member living in, or an employee working in, the housing facility is feeling ill, or is diagnosed with COVID-19, alert local officials and follow their recommendations. We highly encourage you to reach out to your local health department to get guidance on what would need to happen if you have a case within your facility.
- Individuals should not be quarantined in a chapter house, nor would it be allowed if there was a known case of the coronavirus. Local authorities will be in the best position to provide guidance as to where members should/could be quarantined. Please note that we have been told that some college/ universities cannot quarantine students so please do not assume they can.
- Should the coronavirus be present in any facility, the facility needs to be properly decontaminated prior to approved re-entry. In some locations, the health department will need to sign-off on reopening a facility. It is important to contact them to see if that would be the case for your facility.
- Review your lease agreement that it is place with brothers. The Force Major clause may provide some guidance to you in this environment.
- Review all contracts and contact your vendors (food service, cleaning, etc.) to understand your obligations and address any concerns regarding scheduling impacts due to COVID-19.

If the campus has taken steps to remove students from campus, contact campus officials for clarification and/or direction regarding chapter house facilities. We suggest that all chapters and house corporations follow the directions provided by host institutions.

- House Corporation officers are responsible for making the decision to close a chapter facility in consultation with the chapter and campus.
- Determine with campus officials if it is appropriate for students to remain in the facility if classes are cancelled or moved to online platforms. Also determine housing options for students who are not able to return home.
- If closing the house, work to ensure the safety and security of the facility.
- If necessary, work to provide students the opportunity to retrieve personal property before returning home. Setting a schedule or staggering this to comply with social distancing guidelines will need to be considered.
- Review rental agreements/contracts and begin to develop a plan for collections and vendors in the event of a long-term closure.
- Review any relevant or related insurance coverages.
- Prior to reopening the property, ensure proper cleaning and regular opening procedures.
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If your facility is remaining open and housing brothers, please consider the following:

- Food service should be reviewed, and steps taken to provide individual packaged meals to brothers. Many providers already do this for weekend meals, lunches, or “late-plates.”
- Create a visitor log for the facility. If there is a case within the facility, the health department may need to know who has been exposed. An up to date log will assist with this.
- Make plans for continued, thorough cleaning. This should be done by professionals.
- Be clear with residents about what activity can take place in the facility. This is not the time to host social events or gatherings.