

STANDARD OPERATING PROCEDURE #6

Work Instructions for Resident Involvement In Evolving A Healthy Lifestyle and Culture



Revision Register:

Documentation and Responsibility	Name	Title	Date
Amended by:			

Last Review Date	Next Review Date



Created for James R. Favor & Company by
[Council Rock Consulting, Inc.](#)

OBJECTIVE

To provide instructions of regular habits that can improve healthy living conditions for fraternity and sorority chapters.

DEFINITIONS

- 1) Fever – The Centers for Disease Control and Prevention (CDC) defines an ill person as someone who:
 - a) Has a fever (has a measured temperature of 100.4 °F [38 °C] or greater, or feels warm to the touch, or gives a history of feeling feverish) accompanied by one or more of the following:
 - Skin rash
 - Difficulty breathing
 - Persistent cough
 - Decreased consciousness or confusion of recent onset
 - New unexplained bruising or bleeding (without previous injury)
 - Persistent diarrhea
 - Persistent vomiting (other than air sickness)
 - Headache with stiff neck, or
 - Appears obviously unwell **OR**
 - b) Has a fever that has persisted for more than 48 hours **OR**
 - c) Has symptoms or other indications of communicable disease, as the CDC may announce.
- 2) Screening – Assessing an individual's temperature and symptoms prior to entry into the chapter facility.
- 3) CDC – Centers for Disease Control and Prevention
- 4) FDA – Food and Drug Administration
- 5) PPE – Personal Protective Equipment

SAFETY

Wear PPE when cleaning and disinfecting. Follow social distancing protocols. Wear a mask appropriately.

INDIVIDUAL PRACTICAL AND HELPFUL PROCEDURES TO PROTECT YOU AND YOUR FRATERNITY BROTHER/SORORITY SISTER

1) EDUCATE YOURSELF ABOUT PROTECTING YOURSELF AND OTHERS DURING COVID-19 PANDEMIC

- a. Read “Breaking The Chain of Infection” Handbook.
- b. Read and follow the SOPs, policies and rules provided by your Chapter and college/university.
- c. Read and adhere to signage placed in your Chapter Facility.
- d. Attend and complete training provided by your Chapter.
- e. Encourage your brothers/sisters to follow healthy practices.
- f. Do not encourage peer pressure or rule bending.

2) WEAR PERSONAL PROTECTIVE EQUIPMENT (PPE)

- a. Wear a mask as required.
 - i. Ensure the mask fits tightly over the nose and mouth.
 - ii. Perform hand hygiene before removing your mask.
 - iii. Remove masks by the ear loops and avoid touching the outside of the mask.
 - iv. Dispose of surgical masks immediately.
 - v. Cloth masks should be laundered for future use.
- b. Wear proper eye protection when cleaning the chapter facility’s public areas, especially bathrooms, water fountains, or emptying garbage cans.
 - i. Clean reusable eye protection with soap and warm water, then thoroughly spray with a disinfectant and allow to dry.
 - ii. Eye glasses are not considered PPE. Eye shields that fit over glasses should be worn especially when cleaning and using chemical disinfectants.
- c. Wear disposable non-latex gloves for tasks that can cause hand or skin irritation or absorption of harmful chemicals.
 - i. Wash or sanitize hands prior to putting on gloves or “donning.”
- d. Learn and practice how to properly remove gloves or “doffing.” See “Proper Glove Donning and Doffing” of “Breaking the Chain of Infection” Handbook.

3) HOUSEKEEPING

- a. At least once a week:
 - i. Launder bedding and towels at the warmest temperature indicated by the manufacturer.
 - ii. Spray laundry basket with disinfectant, first the inside and then on the outside. Let dry.
 - iii. Mop or use a Swiffer Wet Jet or similar product on vinyl and wood floors.
 - iv. Only use a HEPA filtered vacuum cleaner. Other types of vacuums can create a significant amount of dust which can be breathed in and may carry infectious pathogens. If vacuum bag or compartment is over half full, empty before vacuuming.
 - v. Dust with cloth dampened either with dusting spray or other pre-moistened cloth or Swiffer.
 - vi. Wet dust ceiling fans and floor fan blades often during times of peak use.
 - vii. Make sure your waste basket has a plastic liner. Avoid overflow of trash. Tie the top of the plastic liner before removing. Spray the outside of the plastic liner with disinfectant. If debris is present on outside of bag, put in another bag, tie, and spray.
 - viii. Ensure you have cleaning supplies readily and easily available in your room.
- b. Make sure you have adequate room ventilation while performing housekeeping.
 - i. Do not run floor or desk fans during cleaning.
 - ii. If there is a bathroom exhaust fan, turn it on during cleaning.
 - iii. Consider using disinfectant wipes in areas where persons with respiratory illnesses such as asthma may be during or immediately after cleaning.
- c. When using disinfectant spray:
 - i. Read the directions and check the expiration date.
 - ii. Follow kill or dwell time.
 - iii. Clean from the cleanest to dirtiest areas. **Do not** use a circle motion to clean.
 - iv. **Do not mix disinfectants with cleaners or other chemicals**, such as bleach with an acid, as it can cause dangerous chemical reactions leading to serious injuries or death. Use a single disinfectant at a time.

4) YOUR ROOM ENVIRONMENT AND SHARED BATHROOMS

- a. Consider the following practices in your bedroom to protect against dust, pests and other allergens:
 - i. Use washable mattress and pillow encasements.
 - ii. Use antimicrobial bedding.
 - iii. Remove all cardboard boxes from room. Use plastic bins and snap lids for storage.
 - iv. Have a portable HEPA air filter for your nightstand.
 - v. Keep your toiletries, accessories and hygiene tools such as toothbrushes in a closed case or caddy. Store in your room in a secure and clean area.
 - vi. Do not share towels, washcloths, soap, toothpaste, deodorant, or other personal hygiene materials.
 - vii. Hang your towel and washcloth to dry in your room.

5) DAILY SCREENING AND REPORTING

- a. Contact your Chapter and/or college/university health services to learn if they have a self-screening and reporting plan in place.
- b. Consider taking your temperature twice a day.
- c. Become aware of COVID-19 symptoms:
 - i. Fever or chills
 - ii. Cough
 - iii. Shortness of breath or difficulty breathing
 - iv. Fatigue
 - v. Muscle or body aches
 - vi. Headache
 - vii. New loss of taste or smell
 - viii. Sore throat
 - ix. Congestion or runny nose
 - x. Nausea or vomiting
 - xi. Diarrhea
 - xii. Additional symptoms are provided via the [CDC website](#)
- d. Members who have symptoms should self-report to the Chapter Officer appointed as the contact and contact the college/university health services, and immediately separate themselves from people, monitor their symptoms, and follow SOP 4 – Isolation and Quarantine Procedures.

6) PRACTICE SOCIAL DISTANCING

- a. Maintain social distancing, especially in common areas such as dining rooms, kitchens, bathrooms, libraries, game rooms, television rooms, and laundry facilities.
- b. Attend chapter meetings and events virtually instead of in-person.

7) ISOLATION AND QUARANTINE

- a. Adhere to your college/university policies regarding isolation and quarantine.
- b. Adhere to your Chapter's policies related to the chapter facility as well as the procedures regarding isolation and quarantine.
- c. The person in isolation or quarantine should have minimal contact with others. Keep your distance.

8) FOOD AND DRINK

- a. If you do not feel well, stay away from the kitchen. If you order out, ask someone to accept the delivery for you and leave it at your door.
- b. Clean and disinfect before and after cooking:
 - i. Remove small equipment and cooking tools; clean separately.
 - ii. Remove dirt, debris and food particles on surfaces first (including countertops, knobs, chairs, and tables).
 - iii. Wash the area with water.
 - iv. Disinfect from Clean-to-Dirty. Use a disinfectant spray from cleanest area to the dirtiest area. (Start at the far end of the counter and work toward the stove or sink.) Let disinfectant dwell or sit visibly wet for the amount of time prescribed by the manufacturer on the label, then wipe from clean to dirty in straight lines, not circular motion.
 - v. Let dry. Then wipe with a paper towel or clean cloth to remove residue.
- c. Wash your hands before unloading groceries.
- d. Make sure to have cutting boards, utensils, and meat thermometers out and within reach prior to handling raw meat or seafood. Opening drawers, cabinets, or the refrigerator with a hand that has handled raw meat or seafood, whether gloved or ungloved, will contaminate the kitchen and cross-contaminate other food being prepared.
- e. Follow good cleaning practices:
 - i. **Wash Hands and Surfaces Often.** Wash cutting boards, dishes, utensils and countertops with hot soapy water after preparing each food item.
 - ii. **Do Not Clean Meat or Seafood.** It is impossible to remove all bacteria from meat or seafood except for cooking at a safe internal temperature. In fact, you may spread bacteria around the kitchen through splashing.
 - iii. **Clean Produce.** Use a clean scrub brush and running water on firm fruit and vegetables, including produce you cut or peel such as melons, lemons and

squash. **Do not use soap.** The FDA and CDC do not recommend washing fruits and vegetables with soap because residues can stay on produce.

- f. Follow good cooking practices:
 - i. **Cook Meat Using a Food Thermometer.** Use a clean thermometer to ensure meat, poultry, seafood, egg products, leftovers and casseroles are cooked to safe temperatures to destroy harmful bacteria. Place in the thickest part of the food without touching bone, fat or gristle.
 - ii. **When Entertaining and Serving Hot Food Buffet-Style.** Use a chafing dish, warming tray or slow-cooker to keep food hot.
 - iii. Follow the [FDA's guidelines for the minimum cooking temperatures](#) for rest time for meat, poultry and other cooked foods.
- g. Follow good food separation practices:
 - i. **At the Grocery Store.** Separate raw meat, poultry, seafood and eggs from other foods in your shopping cart. Bag separately to prevent juices from getting on other foods.
 - ii. **Reusable Bags.** Wash reusable shopping bags frequently in the washing machine or spray plastic/vinyl bags inside and out with disinfectant.
 - iii. **At Home.** Place raw meat, poultry, seafood and eggs in containers or sealed plastic bags on the bottom shelf or in designated bins in the refrigerator. Freeze these foods if you do not intend to use them within a few days.
 - iv. **Be Careful.** Wash your hands with soap and warm water after handling meat. Keep raw meat away from produce.
- h. Follow good food chilling practices:
 - i. **Chill Food Properly & Safely.** Keep your refrigerator at 40°F or below. Never let raw meat, poultry, eggs, cooked food or cut fresh fruits or vegetables sit out at room temperature for more than 2 hours before putting them into the refrigerator or freezer (1 hour if the temperature is above 90°F). Place leftovers in a plastic container labeled with your name and date stored before putting in the refrigerator.
 - ii. **Keep Food at a Safe Temperature During Thawing.** There are 3 safe ways to defrost food: in the refrigerator, in cold water, and in the microwave. Food thawed in cold water or in the microwave should be cooked immediately.
 - iii. **Foodkeeper App** is a free download for recommended storage times to maximize the freshness and quality of food.

9) WATER

- a. Use reusable water bottles. Clean daily. Make sure to wash or sanitize your hands before opening the reusable bottle cap.
- b. Avoid public drinking fountains.
- c. Use no-touch water bottle filling stations that rely on a sensor to turn on the water.

10) SELF-CARE

- a. Focus on what makes you stronger. Above all, show respect for others.
- b. Not everyone will make safe choices for themselves or others. You make the choice that is safest for you.
- c. Maintain flexible and realistic expectations for yourself and others.
- d. Reach out for support when and where you need it.
- e. Maintain consistent sleep and exercise schedules.
- f. Make healthy eating choices.
- g. Look for emergency warning signs of COVID-19 and other illness. Seek medical care.
- h. When consuming online media content or watching your favorite streaming service, stick with positive and/or inspiring subject matter.
- i. Avoid watching the news before bedtime or as you get up in the morning.
- j. Wear a face mask outside your home.
- k. Keep vaccines up to date.
- l. Practice good hand and nail hygiene. Nails should be cleaned regularly but especially for those who wear long fingernails; use a nail brush and soap to brush nails vigorously on top and underneath.
- m. Avoid touching your face.
- n. Be cautious at events that have a high-risk for getting out of hand, especially when excessive alcohol consumption is a possibility.
- o. If others around you are not as self-aware, respectfully maintain a safe distance.
- p. Keep wounds covered and use an antibiotic ointment.
- q. Be prepared and expect changes with your academic, professional and personal plans. Be open and flexible to temporarily adjusting to a new normal. Consider developing advance contingency plans, “just in case.”
- r. Reach out for support and guidance when you need it. In addition to being “that friend or relative” that your loved ones can count on, don’t hesitate to call on positive and nurturing people (or pets) in your life to restore optimism and well-being. Accessing professional care with mental health providers or clergy can help when you need more than a friend.
- s. **Your future is bright!** The strength and resilience acquired during times of major challenge is transformative and will remain with you for life. Your ability to confidently navigate unexpected events will enhance your life’s good times, and prepare you to successfully deal with life’s surprises.

11) REFERENCES

[FoodSafety.gov](https://www.foodsafety.gov)

[FoodSafety.gov – Safe Minimum Cooking Temperatures Charts](https://www.foodsafety.gov/safe-minimum-cooking-temperatures-charts)

[CDC Poster – “Please read before entering.”](#)

[Symptoms of Coronavirus](#)

12) VENDORS

<https://www.grainger.com/content/ppe-safety>

<https://www.amazon.com/Personal-Protective-Equipment/b?node=486555011>