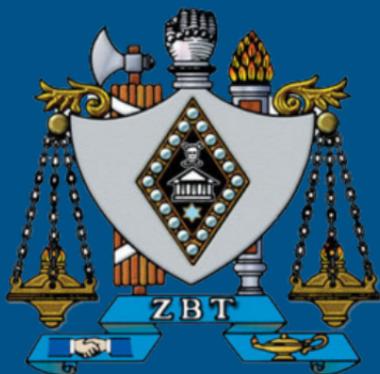




COVID-19 OPERATIONS GUIDE
ZETA BETA TAU



This fall will ask all of us to think about the ZBT experience differently. We will need to adjust and re-imagine how we do the events and activities that we love. This will not always be easy and in fact, may be very challenging at times. However, we know that ZBT's can face difficult challenges. We know that you rise to the occasion and create a brotherhood experience that will be fun, safe, and meaningful. Remember that you are not alone in this. You have each other, your advisors, and HQ staff that are all available and ready to help in any way possible. Let's go and show the finest and best of which this brotherhood is capable.

The following guide is in place to help you navigate operations during this time. Please note that guidance may change or evolve, and that will be communicated to you. Chapters and individual brothers must follow all host institution, local, state, or national government, and health guidance and any chapter or member who willfully disregards this guidance, especially if found to have caused or contributed to COVID-19 infections on their campus or local communities, may be referred for potential membership review and sanctions.

THE FOLLOWING RECOMMENDATIONS APPLY TO ALL BROTHERS

- The Risk Prevention and Wellness Director will be charged with driving the creation of, and adherence to, the chapter's health and safety plan related to COVID-19. The Chapter President will still retain overall responsibility for ensuring the health and safety, but this position will be the point person for COVID-19 matters. He can create a committee to assist if needed and will work with appropriate offices to ensure compliance with events and activities.
 - Chapter, executive board, and committee meetings should still be taking place. It is imperative that each chapter continue to provide value to all of its members. Fraternity operations should be conducted virtually or in person as guidelines allows. Fraternity should not stop during this time.
 - Implement Assumption of Risk forms for all brothers and for any events. These forms can be found on the ZBT Resource Center.
 - Prepare for a reduction in annual budgeting due to reduced returning and new brothers and increased health and safety expenses. To assist in reducing expenses, we will NOT be charging a fall 2020-chapter programming fee.
 - Focus on the mental health and wellness of the brothers and take care of each other. COVID-19 related resources are available to you on the ZBT Resource Center.
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EXECUTIVE BOARD/ COMMITTEE MEETINGS

THINGS TO CONSIDER

- Is there any guidance or mandates in place regarding size of gatherings that will need to be considered?
 - Do you have to vote on anything? If so, how can you do that virtually?
 - Are there any processes in place that need to be moved virtually (ex: standards board meeting)?
 - When are meetings taking place and how often?
- Note- these should still be happening on a regular basis (regardless of your campus set-up).

REQUIREMENTS

- Uphold all CDC, state, local, and university mandates and guidance in place at the time of the any meetings.

RECOMMENDATIONS

- Conduct virtually to minimize exposure to brothers and advisors.
- If meeting in person, make sure space is large enough to practice social distancing and require masks.
- Have agenda in advance to make good use of time. Make sure you are taking minutes and sending those out to all brothers and advisors after the meeting.

CHAPTER

MEETINGS

THINGS TO CONSIDER

- Is there any guidance or mandates in place regarding size of gatherings that will need to be considered?
- Do you have to vote on anything? If so, how can you do that virtually?

REQUIREMENTS

- Uphold all CDC, state, local, and university mandates and guidance in place at the time of the any meetings.

RECOMMENDATIONS

- Conduct virtually to minimize exposure to brothers and advisors. If you need a platform to do this, talk with your advisor or staff liaison. Zoom and google hangout have been the most popular with brothers. Also ask to see if your college or university provides a platform for you to use.
- Make sure you make your meetings as engaging as possible.
- If meeting in person, make sure space is large enough to practice social distancing. This may mean getting a space on campus or in the community.
- Do not provide any food. If you must have food, follow the group meal guidelines outlined in this guide.

CHAPTER

MEETINGS

RECOMMENDATIONS (CONT.)

- Have agenda in advance to make good use of time. Consider doing a call-out for new business in advance of the meeting.
- Prior to your first chapter meeting of the semester, set expectations with all brothers for how meetings will run. This includes guidance on how the agenda will run, behavior expectations, etc.
- Have all members sign the Assumption of Risk form (this can be found on the ZBT Resource Library). The Operations Director should keep these on file.
- If in person- have a hand washing station or hand sanitizer available as brothers enter meeting.
- Allow for anyone feeling sick to attend virtually or be excused from the meeting as not to spread germs.
- If in person have all wear masks/ facial coverings.
- Have disposable masks/face coverings available in the event someone does not have one.

GROUP MEALS

THINGS TO CONSIDER

- Is your meal space large enough to practice social distancing?
- What procedures will need to be modified about set up and take down or picking food up? Who can pick food up (live ins or live outs)?

REQUIREMENTS

- Uphold all CDC, state, local, and university mandates and guidance in place at the time of the any meetings.
- If you do not feel well, stay away from the kitchen and do not eat with others. If you order out, ask someone to accept the delivery for you and leave it at your door.

RECOMMENDATIONS

- Wash your hands before and after unloading groceries, touching food, or eating.
- Wash hands and surfaces often.
- Create staggered meal shifts to minimize number of members in facility at the same time.
- Provide grab-and-go options for meals. If a group dining room is typically used, if possible, serve individually plated meals (versus buffet or any self-serve stations).

GROUP MEALS

RECOMMENDATION (CONT.)

- Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items.
- Post signage regarding expectations for any food spaces (ex: only one person allowed to make coffee at a time if you have a coffee maker).
- If you can eat meals outdoors, do so.

SOCIAL EVENTS

THINGS TO CONSIDER

- What guidance or mandates are in place regarding size of gatherings that will need to be considered? Is space large enough to practice social distancing?
- Are there restrictions in general regarding social events regardless of size (example: IFC says no social events at all)?
- Are you aware of campus or local law enforcement responses if you do not follow guidance or mandates? Have you educated the chapter on these as well?

REQUIREMENTS

- Uphold all CDC, state, local, and university mandates and guidance in place at the time of the event.
- Keep entirely accurate guest list in case it is needed for contact tracing afterwards. This includes all brothers and guests. Events are by invitation only- NO open events.
- No common source food or drinks. **Only exception is water. Have bottled water available for brothers and guests.
- No one should be attending if they feel ill or have any symptoms.
- If using a third-party venue, contract language must include that the venue will maintain compliance with public health guidelines.

SOCIAL EVENTS

RECOMMENDATIONS

- Utilize outdoor venues or venues that have an outdoor component. If this is not possible, book venues that allow for social distancing.
- Consider staggering social events to limit attendance.
- Hold events of fewer than 50 people (or what # your local guidance says) to limit exposure and not create "super spreader" opportunities.
- Educate members and guests not to share drinks, food, and/or smoking devices.
- If providing food, have pre-packaged items available.
- Have all members and guests sign the Assumption of Risk form (this can be found on the ZBT Resource Library). The Operations Director should keep these on file.
- Consider having everyone wear facial coverings.
- Have disposable face coverings available in the event someone does not have one.
- Have "COVID" monitors that are similar to sober monitors but would be responsible for monitoring social distancing, face coverings, and overall adherence to plans.
- Have gloves and hand sanitizer available for anyone checking IDs
- Have everyone wash hands or sanitize upon entry.

PHILANTHROPY EVENTS

THINGS TO CONSIDER

- Are there ways to move in-person events to a virtual or online platform?
- Does the organization you are raising money for have guidance you should be aware of?

REQUIREMENTS

- Uphold all CDC, state, local, and university mandates and guidance in place at the time of the event.
- Keep entirely accurate attendance list in case it is needed for contact tracing afterwards. This includes all brothers and guests.
- No one should be participating if they feel ill or have any symptoms.

RECOMMENDATIONS

- Utilize outdoor venues or venues that have an outdoor component. If this is not possible, book venues that allow for social distancing.
- Hold events of fewer than 50 people (or what # your local guidance says) to limit exposure and not create "super spreader" opportunities
- Consider staggering events to limit attendance.
- Educate members and guest not to share drinks, food, and/or smoking devices.
- If providing food, have pre-packaged items available.

PHILANTHROPY EVENTS

RECOMMENDATION (CONT.)

- Have all members and guests sign the Assumption of Risk form (this can be found on the ZBT Resource Library). The Operations Director should keep these on file.
- Consider having everyone wear facial coverings.
- Have disposable face coverings available in the event someone does not have one.
- Have "COVID" monitors that are similar to sober monitors but would be responsible for monitoring social distancing, face coverings, and overall adherence to plans.
- Have gloves available for anyone checking IDs.
- Do not take cash (it carries extra germs).

COMMUNITY SERVICE EVENTS

THINGS TO CONSIDER

- What are the community partners planning or asking of you if you volunteer?
- Are there online or virtual service opportunities that you can participate in?
- What restrictions or guidance is in place from the community partners you are working with?

REQUIREMENTS

- Uphold all CDC, state, local, and university mandates and guidance in place at the time of the event.
- Keep entirely accurate attendance list in case it is needed for contact tracing afterwards.
- No one should be doing service if they feel ill or have any symptoms.

RECOMMENDATIONS

- Service should only be done when it can either be done outside or when the location is able to uphold appropriate safety and social distancing guidelines.
- Utilize outdoor venues or venues that have an outdoor component.
- Provide all brothers with hand sanitizer, gloves, and masks.

INITIATION AND RITUAL EVENTS

THINGS TO CONSIDER

- What are the rituals or initiations you are planning to have and when?

REQUIREMENTS

- Uphold all CDC, state, local, and university mandates and guidance in place at the time of the event.
- No one should be attending or participating if they feel ill or have any symptoms.

RECOMMENDATIONS

- Work with advisors on guidance and approved adaptations to all ritual events.
- Make sure you have enough space to practice social distancing.
- Stagger initiation and initiate smaller groups.
- Have a hand washing station or hand sanitizer available as brothers enter.
- Allow for anyone feeling sick to attend virtually or be excused as not to spread germs.
- Have all wear facial coverings.
- Have disposable face coverings available in the event someone does not have one
- Clean all robes, books, and supplies immediately after ceremony.

BROTHERHOOD, CHAPTER, & JOURNEY EVENTS

THINGS TO CONSIDER

- What programs should be done virtually, and which may work for smaller in-person events?

REQUIREMENTS

- Uphold all CDC, state, local, and university mandates and guidance in place at the time of the event.
- No one should be in attending or participating if they feel ill or have any symptoms.

RECOMMENDATIONS

- Work with advisors on guidance and approved adaptations to any events.
- Make sure you have enough space to practice social distancing.
- Adapt all meetings and educational programs to a virtual format.
- Create intentional connection opportunities so new members can build relationships with one another and chapter members virtually.
- Work with the headquarters staff for specific adaptations and other virtual resources and opportunities.
- Hold events of fewer than 50 people (or what # your local guidance says) to limit exposure and not create "super spreader" opportunities.
- Have all wear facial coverings and wash hands use sanitizer upon entry and have disposable face coverings available in the event someone does not have one.

RECRUITMENT EVENTS

THINGS TO CONSIDER

- What programs should be done virtually, and which may work for smaller in-person events?
- Is there any guidance or mandates in place regarding recruitment that will need to be considered?

REQUIREMENTS

- Uphold all CDC, state, local, and university mandates and guidance in place at the time of the event.
- No one should be in attending or participating if they feel ill or have any symptoms.
- Keep entirely accurate attendance list in case it is needed for contact tracing afterwards. This includes brothers and potential new brothers.

RECOMMENDATIONS

- Work with the inter/national headquarters for specific adaptations and other virtual resources and opportunities.
- Social distancing guidelines enforced in and outside of chapter facilities and at any event.
- Brothers should do a walk-through of events prior to hosting to answer any questions and get a feel for how they will work. Facetime advisors in for extra perspective.
- Have any facility professionally cleaned before and after any events.
- Have staggered events or shifts for recruitment events.
- Facial coverings (covering nose & mouth) worn by all chapter members and guests.
- Have a check-in process that includes sign-in, sanitization, and review of expectations.

**CONTACT US
WITH ANY
QUESTIONS**

**headquarters@zbtnational.org
or contact your liasion!**

**YOU
GOT
THIS!**