COVID-19 Guidance for Housed Greek/Student Organizations

The following summary outlines expectations and considerations for facilities that house students in communal living spaces. Considerations were compiled using public health resources pertaining to housing and Higher Education, which are referenced below, as well as in conjunction with the Monroe County Health Department.

I. **Expectations Regarding Communication with IU and Submitting Documentation to the Office of Fraternity and Sorority Life (OSFL)**

   a. Provide a list of students (First name, last name, IU email) living in the facility for the 2020-2021 academic year to OSFL
   b. Provide contact information for the house corporation board members to OSFL
   c. Provide contact information for all employees of the facility to OSFL
   d. Develop and provide the following contingency plans to OSFL upon request:
      - Plans and expectations for member(s) experiencing symptoms of COVID-19;
      - Plans and expectations for member(s) testing positive or presumed positive for COVID-19, including plans for self-isolation with a private room and private bath, as well as quarantining close contacts and other member(s) in the facility by providing them with a private room and private bath;
      - Plans and expectations regarding locking down the facility should there be concerns of a potential outbreak;
      - Plans and expectations should the facility be deemed uninhabitable;
      - Plans if the House Director or other employee(s) are sick and unable to complete their duties;
      - Communication strategy for members, parents, and campus partners regarding COVID-19 prevention, risk mitigation, and response.
   e. Complete a survey regarding housing plans for the 2020-2021 academic year so the OSFL staff are able to provide support to members living in the facility
   f. Sign the University Recognized Housing Policy (formerly the housing portion of the Greek Organization Agreement)

II. **Considerations for Developing Internal Policies/Procedures for Healthcare Management of Members Living in the Facility**

   a. Require members to be tested for COVID-19 if they have symptoms (refer to Section III below as well as the Commitment referenced below for additional information related to IU’s available process for testing);  
   b. Require members to self-quarantine and self-isolate consistent with the expectations identified in the Commitment referenced below, and develop a plan to implement self-quarantine and self-isolation procedures (potentially for multiple members at the same time); 
   c. Develop an internal accountability process for members who don’t follow through with the items above;

1 [https://coronavirus.iu.edu/restart-report/#testing](https://coronavirus.iu.edu/restart-report/#testing)
d. Develop a plan for providing food and other necessities to those who self-quarantine or self-isolate in the facility;

e. Help enforce the Indiana University requirement that students receive the annual influenza vaccine and encourage students to obtain the meningococcal B vaccination if they meet the age range for the immunization by requiring members to obtain their vaccination prior to moving into the chapter facility or as soon as possible once the vaccine becomes available or they are of age to obtain the vaccine.

III. Crisis Management, Contact Tracing, and Testing:

a. Each facility should have a crisis management plan to manage and mitigate a potential outbreak of COVID-19 in their facility. Note the following:
   o Students who are symptomatic are currently able to schedule a free virtual screening and, if recommended, obtain a test from IU Health (free of charge) or the IU Health Center;
   o Should a facility employee need to be tested, they should be directed to one of the state testing sites or to their primary care physician. Facility employees should be strongly encouraged to get tested if symptomatic and are expected to report to IU if they test positive due to the significant number of interactions with students and others in the facility;
   o once the student is tested, IUH or the IUHC, depending on where the student obtained the test, will inform the student of their result. Notification processes and protocols will be shared once they are developed. Accurate rosters, including full name and IU usernames of members living in the facility, will be critical for response and contact tracing.
   o Students will be expected to participate in contact tracing efforts by IU and/or other public health officials, and consistent with the terms identified in a Commitment that all students will agree to prior to returning to campus;

b. Housed Greek Organizations should have in place the following if someone tests positive or is presumed positive:
   o Notification plan to members, including communicating with members regarding health and safety, while maintaining confidentiality and respect for individual health information;
   o Deep cleaning plan for the spaces that the student used, including high touch and high traffic areas;
   o Require any roommates, floormates, and other housemates who are close contacts to quarantine for at least 14 days. Note that if members live in the same room or suite and someone is actively ill with COVID-19, then those members should quarantine for an additional 14 days from the time of their roommate’s recovery.
   o Plan for providing food and other necessities to students who self-isolate or self-quarantine in the facility;
   o Return plan for the student once they have recovered from COVID-19;
   o Plan to work/communicate with parents/families when a member living in the facility tests positive.

4 https://coronavirus.iu.edu/restart-report/#vaccinations
5 IUEHS Interim Disinfection and Cleaning Recommendations
IV. Facility Recommendations:

a. The following recommendations for the facility were compiled from the following resources:

- Residential Programs and Services (RPS) protocols for housing and dining;
- American College Health Association Guidelines for Reopening Institutions of Higher Education in the COVID-19 Era
- Center for Disease Control and Prevention’s Guidelines for Shared or Congregate Housing;
- New York City Department of Health and Mental Hygiene Guidance for Congregate Settings.

Note: The IU Office of Capital Planning and Facilities COVID-19 Facilities Restart Guidelines is also available online, and may serve as a good resource.

b. Dining areas/communal eating spaces:

- Indiana University’s Office of Environmental Health and Safety (EHS) has developed Interim Food Service Guidance regarding COVID-19 prevention and safe practices.
- Additional recommendations are as follows:
  - Food service employees shall conduct health screenings prior to shifts, wear face coverings while working, stay at home if sick, and maintain physical distancing at all possible times
  - Consider alternative for staff who may be at high risk for complications from COVID-19
  - Limit in person dining at any given period to 25% of your seating capacity and separate seating and tables at least 6 feet apart, no more than 6 people per table (group by roommates, floors);
  - Reduce or eliminate shared utensils and any shared or self-service of foods like buffets, salad bars, condiment, and drink stations.
  - Provide single meal service, plated meals, “grab-and-go” and take-out style meals for students as much as possible;
  - Consider outdoor options for dining where possible;
  - Increase cleaning and disinfection of common-touch surfaces
  - Assign meal/dining times for students (grouped by roommates/floor mates), including pick up times for food;
  - Promote and encourage delivery options for students; however, limit anyone entering the facility and consider having food dropped off at the front door of the facility;
  - Require that any members exhibiting symptoms of illness to eat in their rooms (and get screened/tested if necessary);
  - Develop a plan to provide food to any member who is self-isolating or self-quarantining so that they can remain in self-isolation/quarantine

---

6 https://coronavirus.iu.edu/restart-report/#off-campus-housing
7 https://docs.google.com/document/d/1r5CbuBgSw0B84U_OKwV0VIB_TajZYCp_/edit
c. Sleeping Spaces:
   - Limit the number of individuals sleeping in one space and use single rooms if possible;
   - If single rooms are not possible, consider sleeping two to three members per room maximum with distancing to the extent possible, as well as stringent roommate expectations and agreements;  
   - Move beds/sleeping options into individual rooms if the facility has a warm/cold dorm (sorority and fraternity house corporation board members must contact INLOCC for approval regarding fire safety and capacity for room sizes);
   - Where new construction is desired, provide drawings to INLOCC before construction to ensure compliance with Indiana Fire Code.
   - If the facility cannot house members in individual rooms and only has large rooms/dorm spaces available, then the following changes are recommended:
     - Sleep only one person per bunk bed;
     - Move beds at least six feet part;
     - Flip beds head to toe;
     - Safely and in compliance with fire code, add partitions in between spaces, such as temporary walls, plexiglass, shower curtains, etc. to prevent the spread of germs while members are sleeping;
     - Repurpose common area(s) to create more sleeping spaces for students and to limit the number of people sleeping in one room.
   - Provide alternative, private sleeping arrangements for students to self-isolate and self-quarantine;
   - Remove dressers, desks, and other furniture in individual rooms to create more space in sleeping areas if necessary;
   - Develop enhanced/intensive cleaning plans for shared sleeping spaces to regularly clean and disinfect.

d. Bathroom spaces:
   - Limit bathroom sharing by doing the following:
     - Schedule times for things like grooming and showering to reduce simultaneous occupancy when possible;
     - Assign students to specific bathrooms if there are multiple units on a floor.
   - Ask members to clean and disinfect bathrooms after their use (provide and stock sanitizer wipes for sink handles, door latches, seat pans, urinal/toilet handle if not automated, etc.);
   - Use/install automated flushing and automatic activation for: water, soap, hand towel/dryers in shared bathrooms is possible;
   - Post signage, instructions, and reminders for the following:  
     - cleaning and disinfecting after use
     - handwashing
     - general illness prevention

---

8 OSFL will provide a copy of the roommate agreement for the residence halls that organizations can utilize as a reference.
9 OSFL can provide IU-printed signs to facilities upon request.
• other best practices for the bathroom (i.e. - use of totes for belongings so they don’t come in contact with sink area, avoid placing or touching toothbrushes on or around the sink, etc.).
  o Increase ventilation in bathrooms and consider limiting the use of high-powered air dryers as they may circulate virus throughout the space (automated single use paper towel are likely most hygienic);
  o Empty trash regularly;
  o Ensure hand washing facilities are fully stocked with handwashing supplies and are operational (hot and cold water should be at sufficient pressure and flow, between 100°F capability and 120°F, and flow for at least 15 seconds if automated);
  o Consider recommending use of face coverings in bathrooms, when feasible, depending on how the person is utilizing the bathroom;
  o Encourage use of shower caddy and regular use/cleaning of towels to eliminate the spread of germs;
  o Install barriers between sinks if bathrooms are often crowded and physical distancing is difficult to maintain.

e. Common Areas:
  o Seating arrangements should be made to limit contact and to promote physical distancing at least six feet apart;
  o Members, guests and visitors should be expected to wear masks in all common areas or when in group settings where physical distancing of 6 ft. cannot be maintained;
  o Consider setting up individual study spaces in common areas to limit group gatherings;
  o Provide hand sanitizer and cleaning supplies in these areas to promote hygiene and to crowd-source cleaning in these spaces;
  o Designate one entrance for members and guests where hand sanitizer is stationed for immediate use;
  o Don’t allow any visitors in the waiting area.

f. Cleaning and Ventilation

  o Deep cleaning should be conducted regularly and PPE should be available to staff who are cleaning facilities;
  o Provide cleaning supplies to individual members to encourage/require regular cleaning of common areas/personal areas after use;
  o Post signs reminding students to clean spaces regularly throughout the facility;
  o Clean and disinfect bathrooms at least twice a day (morning, evening, or after times of heavy use);
  o Risk for COVID-19 can be minimized by regularly inspecting air handling units, replacing filters, and ensuring air handlers are functioning as designed. Federal, state, public health and industry guidance regarding heating, ventilation and air conditioning (HVAC) guidelines should be monitored and followed. See the COVID-19 Facilities Restart Guidance from IU Capital Planning and Facilities for additional information.

V. Additional Considerations for Risk Mitigation:

10 The cleaning protocol for RPS will be shared once it’s developed.
11 IUEHS Interim Guidance on Ventilation Systems in IU Buildings
a. Guests and Events:
   ○ Housed Greek Organizations should follow similar protocols for guests and visitors as set forth by the residence halls (protocols will be shared once finalized);
   ○ Housed Greek Organizations will be required to follow [IU guidance for student organization gatherings and events](https://coronavirus.iu.edu/restart-report/#organization) in recognized chapter facilities;
   ○ It is recommended that only residents and facility employees should be permitted in the chapter facility;
   ○ If any additional guests or visitors enter the facility, it is critical that the organization retain a list of the name, contact information, and association of the guest entering the facility. This list may be requested by IU or public health officials to assist with contact tracing, as necessary.

b. Training and Education:
   ○ Facility employees, advisors, and executive board members should receive training on the signs of COVID-19 and provide guidance on what to do if someone has symptoms or needs support and assistance, including following the Housed Greek Organization’s crisis management and communication plan.

c. Move-in Plans:
   ○ A phased move-in process is recommended to encourage and allow for physical distancing, enhanced cleaning, and disinfecting between moves;
   ○ Recommendations regarding phased move-in plans will be provided no later than August 1st, 2020.

d. Messages:
   ○ Signs with public health messages should be posted throughout the facility reminding students to isolate and stay home if they are sick, to regularly clean, wash their hands, wear masks, etc.
   ○ Consider marking spaces six feet apart in high-traffic or waiting areas to promote physical distancing.

e. Changes to the Academic Calendar and Implications for Housing:
   ○ Information and updates regarding the upcoming academic year are available at [fall2020.iu.edu](https://coronavirus.iu.edu/restart-report/#travel);
   ○ The fall semester will be in-person/online August 24th through November 20th and the spring semester will begin in-person instruction on February 8th.
   ○ Students are highly encouraged to return and remain at their permanent residence between November 21st and February 7th to minimize travel to and from campus, and to help prevent the spread of COVID-19;
   ○ If students need housing during that time, it is recommended that each organization develop a stringent process for reviewing exemptions, as well as a detailed plan related to safety, food service, cleaning, etc. for students who receive permission to remain in the house.

Resources Available

Indiana University Resources:
- [IU Fall 2020 Website](https://coronavirus.iu.edu/restart-report/#travel)

12 [https://coronavirus.iu.edu/restart-report/#travel](https://coronavirus.iu.edu/restart-report/#travel)
• [Link to Indiana University Event Planning Considerations]
• [Link to Indiana University Return to Campus Guide]
• [Link to Indiana University Phases for On-Campus Operations]

Public Health Guidance and Recommendations:
  ○ [NYC Health: COVID-19 Guidance for Congregate Settings]
  ○ [CDC Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation]
  ○ [Interim Guidance for Administrators of US Institutions of Higher Education]
  ○ [Preparing for COVID-19: Long-term Care Facilities, Nursing Homes]
  ○ [American College Health Association Considerations for Reopening Institutions of Higher Education in the COVID-19 Era Guidance]
  ○ [Indiana State Department of Health Back On Track Guidelines for restaurants and food service]

Sorority and Fraternity Resources:
  ○ [Holmes Murphy COVID-19 Resource Center]
  ○ [MJ Insurance COVID-19 Resources]
  ○ [NIC COVID-19 Guidance and Resources]