

From: Laura Eisler
Sent: Thursday, May 21, 2020 3:36 PM
Cc: Amy Jo Gabel <AJGabel@alphachiomega.org>
Subject: Fall 2020- Occupancy and Budget Questions
Importance: High

Hello LHC members,

We hope everyone is continuing to stay safe and healthy. Everyone has accomplished so much this spring in dealing with COVID-19, and now it is time to turn our attention to the fall and the potential of reopening facilities! The NHC is here to help as our universities are announcing different scenarios that we all then are working to respond to.

We know there is a lot of information in this message, and we thank you in advance for your review and attention. Just as the last few months have been challenging, the next few months will be even more so. None of us have been through anything like this before, and we are working to make the best decisions we can as we go. We remain focused on the sustainability of the Alpha Chi Omega experience because we know it is worth preserving for generations to come. Our response and flexibility in the next few months is critical to our chapters and the organization.

As we have shared previously, we have put together several questions LHC boards need to start answering as notifications to the chapters will need to happen soon. As you are thinking through these questions, we have set up times that NHC staff is available to talk to each of the LHCs if desired. *It is going to be extremely important that everyone is communicating in the coming weeks and months as states reopen, universities start making decisions about fall return and members start thinking about coming back to campus.*

The first item each LHC needs to talk through so that communication with the chapters can occur surrounds occupancy. Please review floor plans to determine if occupancy numbers are changing for fall 20-21. During your review, consider the following:

- Sleeping Rooms:
 - o Are members sleeping in bedrooms, sleeping porches, bunk beds, etc.
 - o Consider how many members per room, are they already tight rooms, can the chapter use other spaces (guest room) to spread out residents
- Bathrooms:
 - o What is the ratio of members using showers, sinks and toilets (occupancy number divided by fixture number)
- On average, how many square feet per member (sq. ft of facility divided by occupancy number)

The NHC is reviewing an enormous amount of information from federal and state agencies as well as national partners in anticipation of providing guidelines for our houses and chapters if we can reopen in the fall. The answers to the questions above will help you determine occupancy. Currently, the NHC is recommending less than 10 members per bathroom fixture, ideally 5-7. Beds should ideally be 6 feet apart with members sleeping head to toe, alternating, especially in bunks (click [here](#) for a visual resource on this). This is especially important to review for houses that have sleeping porches as these setups create additional challenges to meet social distancing recommendations in sleeping areas. Also, try spreading out members throughout the house and potentially limiting the number of triples and quads.

As you can imagine, the question of whether the houses will reopen and any changes in occupancy is causing stress to our chapter members. As you are considering the above questions, we recommend LHCs check in with chapters to see how many members have signed housing agreements for 20-21 and get an idea of how many (if any) members are requesting out of their agreements. The NHC is actively NOT asking our chapters to fill the facility to full capacity if they have not already done so. This year, we will operate the houses not at full capacity and will not penalize the chapters for those empty spaces. To ensure the safety of our members, and to support the retention efforts of the chapter, this is the right thing to do.

Once an occupancy has been determined (keep in mind, certain facilities might not have anything to change), start thinking about adjustments to the chapter lease payment by considering the following:

- Start working on the lease payment for the chapter
- Review the budget based on the occupancy number
- Figure out the cost to operate the facility with only the operational necessities
- Work with the chapter finance advisor and VP-finance to determine what rent is charged to in-house members
- Consider reducing the lease payment especially if occupancy has been lowered
- Could the in-house members support an adjusted lease payment of only necessary operating costs, especially if guidelines limit the house access to only in-house members

Please work as a board to determine what will be best for the LHC and chapter for the 20-21 year. The NHC has set up consultation times and are available to help LHCs if desired. [Sign up](#) for a time slot at a time convenient for you. **If the LHC has already determined the lease amount and occupancy number, please email the decisions to me as I am tracking every LHC for occupancy and lease amount. This information is needed by June 3.**

Hopefully, we have given everyone a lot to think about but have not overwhelmed you! It is best for everyone to prepare early to ensure thoughtful and thorough decisions. As always, thank you for your continued dedication to Alpha Chi Omega. Look forward to hearing and talking to many of you soon.

Thank you,
Laura and Amy Jo

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