

Audience: House Directors

Subject: COVID-19 Update – March 13, 2020

Preferred send date: 3/13/2020 (to follow-up the CP, VP FO, CA, FOA, PCC, NCD specialist, CA specialist, LHC officer send)

Hello, Pearl Stone Partners house directors,

As a follow-up to our communication regarding the new coronavirus (the COVID-19 virus), we are writing with an additional update.

The situation with COVID-19 is rapidly changing and is impacting college/university campuses. This update is meant to provide further recommendations and considerations for Pearl Stone Partners employees, recognizing that one size will not fit all collegiate chapter worksites across the country as university/college campuses determine their specific approach.

Like the previous emails Pearl Stone Partners has sent you regarding COVID-19, this email follows and reinforces communication sent to Alpha Chi Omega chapter presidents, chapter advisors, local house corporations and operational volunteers. There is much to read in this email, and there may be parts of this detailed information that apply to your worksite location while others may not.

- You are encouraged to *read this email thoroughly and in its entirety*.
- Understand that as house director, you are not being asked to operate independently or to lead efforts. We expect you to work with the chapter president, chapter advisor and property owner through all components related to this message – this is a group effort.
- We understand this might be a time of added stress for you and the chapter members. Remember, the Employee Assistance Program (EAP) is available to you 24/7. (Refer to attachment 1 for more information about the EAP.)

Alpha Chi Omega headquarters has advised chapter leadership to follow the directives and protocols being put in place at each local campus.

Most campuses have moved classes online for the entire term, or a portion of the remaining term – and have limited gatherings of students.

## COLLEGIATE CHAPTER OPERATIONS

Alpha Chi Omega headquarters has guided chapter leadership to follow local and college/university guidance relative to student gatherings. Should you be at a chapter worksite where classes have moved online for the entire term, or a portion of the remaining term, it is likely that college/university has also limited gatherings of students.

As such, you will likely learn from the chapter president and chapter advisor that chapter business and membership programming/engagement opportunities will move to a virtual environment. Alpha Chi Omega headquarters has created a resource to assist

chapters in thinking about conducting chapter business and engagement opportunities virtually for members.

At this time, you are asked to support college/university guidance and to furthermore support chapter leadership determinations. *This means you will need to evaluate meetings you may have scheduled to be held at the chapter facility.*

## HOUSING

As it pertains to collegiate chapter housing, Alpha Chi Omega headquarters is providing guidance to chapter leadership and encourages each chapter to defer to the plans that its college/university has outlined for residence halls and campus living experiences.

As house director, we ask you to support the chapter president and chapter advisor in their next steps. Specifically, Alpha Chi Omega facilities should limit guest access to the chapter house and follow the college/university directives related to gathering sizes of students.

If the college/university has closed the residence halls temporarily or for the remainder of the term, it is Alpha Chi Omega headquarters' recommendation that Alpha Chi Omega facilities close as well. Your chapter advisor and chapter president will communicate with you about any scheduled times in-house members would be able to pick up necessary items from the facility. They will lead efforts to communicate closure and pick up information to members.

Chapter presidents and chapter advisors impacted by this directive have been encouraged to schedule a consultation phone call with the National Housing Corporation (NHC), collegiate experience and Pearl Stone Partners staff to finalize plans. We are endeavoring to coordinate with all necessary entities. As house director, prepare to receive instruction from chapter leadership and from Pearl Stone Partners on how you can support logistics associated with a facility closure.

If the college/university has not changed operations as a result of COVID-19, do not make accommodations related to housing or changes associated with housing at this time. Please endeavor to remain "business as usual" pending guidance from chapter leadership and the college/university.

## ADDITIONAL CONSIDERATIONS

Pearl Stone Partners will be inviting all house directors to sign-up for a consultation call next week. Please *keep your eye out for a forthcoming email* to schedule your consultation call.

During this consultation call, we will discuss logistics related to your specific chapter worksite location and the Pearl Stone Partners staff you supervise and vendors you work with.

If you have plans for personal travel, we recommend you refer to the [“Travelers’ Health” page on the Centers for Disease Control and Prevention webpage](#) for up-to-date travel information. Many college/universities have also issued travel guidelines and we recommend you familiarize yourself with any that apply to your campus.

Pearl Stone Partners will also continue to closely monitor developments nationwide. We are counting on you to continue to collaborate with your chapter president, chapter advisor and property owner to stay apprised of campus-specific updates regarding local protocols and developments.

You may review our previous messages regarding protocols and information from the Centers for Disease Control and Prevention. (Refer to attachments 2 and 3.)

Should you have additional questions, please contact Pearl Stone Partners at [contactus@pearlstonepartners.org](mailto:contactus@pearlstonepartners.org) or 317.671.3831.

Sincerely,

- Pearl Stone Partners