

From: Housing

Sent: Friday, June 19, 2020 10:22 PM

Subject: Important House Corporation Updates: Preparing for the Fall

Importance: High

Good evening, LHC officers. I know you have all been working incredibly hard to prepare the chapter facilities for the fall. Thank you for the extra time and heart you have given to this task. Your efforts do not go unnoticed, and we are so appreciative of your service. As your preparations continue, we wanted to provide you with additional resources and information. Please read the information below and attached and let us know if you have any questions.

Guidelines for Reopening the Facility

- Attached you will a copy of a chapter communication that is scheduled to be released tomorrow morning. This message includes a guide (also attached) that was created as a resource with our house corporations and chapters in mind. We hope this will support you as you continue work on your preparations for the next school year. The guide includes information to support determining occupancy, kitchen operations, common area access, visitation, etc.

House Corporation Planning Template

- Attached please find a resource for our house corporations to use as you finalize your plans. This is meant to be a compliment to the reopening the facility resource guide referenced above. We are asking each of our house corporation boards to complete this planning template and submit to the NHC staff for review. Please use the timeline below for deadlines to complete this important task. We know this is a quick turnaround for some of our house corporations, and we appreciate your attention to this request. If you need any support as you are completing this, please reach out to us.
 - o Members returning on or before August 19: Template deadline of July 3
 - o Members returning between August 20 – 31: Template deadline of July 10
 - o Members returning between September 1 – 15: Template deadline of July 20
 - o Members returning between September 16 – 30: Template deadline of July 29
 - o Members returning on or after October 1: Template deadline of August 12

Chapter Consultations

- Staff members from collegiate experience, housing and finance have been participating in chapter consultation calls since June 8. These calls are scheduled to continue through July and focus on house and kitchen operations, expectations for the fall and budget reviews. As many of our members are challenged by the impact of the pandemic, staff is focused on supporting our chapter and corporations in sustaining the Alpha Chi Omega experience. It is important that our house corporations understand the needs of the chapter and members at this time and do our best to support them through the next year.

Future Resources

- Housing staff continues to work on a number of resources that will support our house corporations in planning for the fall term. As these items are completed, we will be releasing them to you for use.
 - o Lease addendum – working with our attorney on sample language that can be used as a lease addendum for the chapter lease.
 - o Signage – working with the marketing team in creating branded signage for use in our facilities. Examples include: symptoms of COVID-19, proper handwashing techniques, room occupancy adjustments, etc.

- Floor Markers – working with the marketing team in creating branded markers that can be used to indicate 6 feet of separation and remind our members to properly social distance.
- Supplies – the NHC continues work to identify partners that can support our chapters and house corporations in maintaining the supplies they need to operate the facility safely and effectively. When any opportunity arises for utilization of these shared resources, we will make sure to inform you.

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