

Chapter Facility Move-In Procedures

The move-in process is the responsibility of the chapter officers to execute in conjunction with the advisors, house corporation and house director. While the move-in process will look different this year, it is still important to do everything possible to ensure the safety and comfort of our members.

PREPARE

1. Set a schedule and time limits for residents to ensure proper social distancing.
2. Have roommates move in at different times and limit one to two residents per corridor or floor at any given time, if possible.
3. Place any forms that residents will need to complete in their rooms with a pen available per resident or in an online platform they can access and submit. If personal information is being collected, provide an envelope so the forms can be enclosed and sealed upon completion.

EXECUTE

1. Limit the number of guests on-site with residents to one whenever possible.
2. Designate entrances and exits to the facility to control traffic flow, and limit the number of bathrooms available during move-in.
3. Clean high-touch areas after each day of move-in. Our recommendation is that the normal cleaning staff/service be utilized for this work, if possible.
4. Ask residents and those assisting them to wear masks based on their ability to properly social distance, current health guidelines and college/university policies.
5. Designate a place where residents should return completed forms.