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

The situation with COVID-19 is rapidly changing and is impacting college and university campuses. This update is meant to provide further recommendations and considerations for Alpha Chi Omega, recognizing that one size will not fit all chapters across the country as university and college campuses determine their specific approach. This email includes general, broad guidelines related to chapter consultant visits, housing, chapter operations, chapter finances and scheduled rotational programs for spring 2020. There is much to read in this email, and there may be parts of this detailed information that apply to your chapter while others may not. You are encouraged to *read this email thoroughly and in its entirety*.

Additionally, several universities/colleges have made the decision to move to virtual instruction or, even in some cases, close the campus. **Alpha Chi Omega advises you to follow the directives and protocols being put in place at your local campus.** The health and safety of our members is our first priority, so if you must cancel chapter events and meetings due to local guidelines, please do so.

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CHAPTER CONSULTANT VISITS

Beginning this week and as a proactive measure, Alpha Chi Omega will suspend travel and chapter visits for our chapter consultants for the remainder of the academic year. We make this decision out of an abundance of caution and to make certain that Alpha Chi Omega is prioritizing the health and safety of our employees, our members and the community. By suspending consultant travel, we can further limit potential exposure and subsequent spread of the COVID-19 virus.

We are in the process of revising our consultant plans for the remainder of the spring and will work to make certain that all chapters receive the support they need – even if this support is now accomplished virtually.

CHAPTER OPERATIONS

Should you be on a campus where classes have moved online for the entire term, or a portion of the remaining term, it is also likely that your college/university has limited gatherings of students. As such, general chapter operations should be evaluated and limited based on your college/university guidance. It is likely that many chapters will move chapter business and membership programming/engagement opportunities to a virtual environment. A resource has been created to assist you in thinking about conducting chapter business and engagement opportunities for members.

If your chapter moves to a virtual experience, your executive board needs to evaluate the chapter calendar for the remainder of the spring. When evaluating the calendar, consider what events need to be canceled and the associated contracts or vendor agreements/orders connected with those events. This includes events such as formal, philanthropy, initiation, etc.

Should your chapter have new members scheduled for initiation yet this spring, Alpha Chi Omega will work with you to explore options related to scheduling initiation.

HOUSING

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

In general, all Alpha Chi Omega facilities should limit access to the chapter house for residents 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 our recommendation that Alpha Chi Omega facilities close as well.

Should you need to make plans to close the facility for a portion or the remainder of the academic year, please schedule a consultation with housing, collegiate experience and Pearl Stone Partners staff to finalize plans. As you know, Alpha Chi Omega facilities are largely owned by the National Housing Corporation, while others are owned by a local house corporation. We will endeavor to coordinate with all necessary entities. Please [sign up for a time slot](#); at a minimum chapter advisors and chapter presidents should plan to attend. Be prepared to discuss the following questions on the call:

- Have members been able to gather their belongings?
- What is the intended date or time period of notice to close the facility?
- Are there members who have communicated the need to stay in the facility throughout the remainder of the term?
- What is the college/university doing regarding the residence halls? Has there been any communication about the college/university making alternative arrangements for members that don't have a place to go?
- Have there been any recommendations regarding housing from the fraternity/sorority life office? If so, be prepared to discuss these in detail.
- Have you reviewed the contracts in place for the duration of the academic year related to the facility (food vendor, cleaning services, etc.)?

If your campus is not changing operations as a result of COVID-19, then do not make accommodations related to housing at this time. Please endeavor to remain “business as usual” pending guidance from your college/university.

CHAPTER FINANCES

Just as every collegiate chapter is different, so is every chapter's finances. At this time, we are not able to answer significant questions about the impact of dues, house fees, etc. until we have more time to evaluate each individual chapter situation. As no

two chapter situations are alike, how their respective host institutions are responding may also be different.

Headquarters staff members are reviewing chapter budgets, as well as spring programming, and will be considering all alternatives relative to how the chapter may be able to use budgeted funds to cover any shortfalls.

Two immediate finance questions we've received and can address include:

- Should members still pay bills that are due in March and April?
 - The recommendation is that members should still pay their statements as previously scheduled, as these funds will pay for programming that has already taken place.
- My chapter is at a quarter school. Should we still bill members on April 1 even though our school is going to virtual classes at this time?
 - We are recommending that chapters continue to bill members at the designated time. When it gets closer to that date, the amount to bill can be reevaluated based on the anticipated length of time for virtual experiences at your campus.

ROTATIONAL PROGRAMS

Effective immediately, Alpha Chi Omega is also cancelling all scheduled rotational programs for the remainder of the academic year. As you may recall, rotational programs include ASTP, InTune, Let's Talk Love and REPRESENT. This decision has been made out of an abundance of caution with consideration for the health and safety of our members, volunteers and those we come in contact with.

Alpha Chi Omega headquarters will also continue to closely monitor developments nationwide. We encourage you to continue to collaborate with your college/university health centers and/or student affairs staff for campus-specific updates regarding local protocols and developments.

You may also [review our previous messages](#) regarding protocols and information from the Centers for Disease Control and Prevention.

Should you have additional questions, please contact collegiateexperience@alphachiomega.org.



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