



## House Opening Checklist

### Administrative

- \_\_\_\_\_ Signed lease agreements collected for all tenants, which may include contingencies if campuses do not open or if there is a campus closure<sup>x</sup>
- \_\_\_\_\_ Signed membership agreements collected for all tenants
- \_\_\_\_\_ Security deposits collected for all tenants
- \_\_\_\_\_ Keys On-hand for disbursement
- \_\_\_\_\_ Obtain list of students living in the house and emergency contact information
- \_\_\_\_\_ Update and post House Corporation emergency contact information<sup>x</sup>
- \_\_\_\_\_ Meet with all chapter officers and members to review rules and expectations for the year
- \_\_\_\_\_ House rules and chapter standards posted
- \_\_\_\_\_ Safety rules and emergency procedures posted
- \_\_\_\_\_ Best practices in food service have been planned and implemented, including a plan to ensure continuity of meal programs
- \_\_\_\_\_ Summer repairs and projects completed
- \_\_\_\_\_ Personnel hired and scheduled. (As applicable)
  - \_\_\_\_\_ Contract with chief and kitchen staff updated and signed
  - \_\_\_\_\_ Contract with maintenance service updated and signed
  - \_\_\_\_\_ Contract with property management company updated and signed
  - \_\_\_\_\_ Contract with handyman/repair company updated and signed
  - \_\_\_\_\_ Contract with house director updated and signed<sup>x</sup>
- \_\_\_\_\_ Plan is in place to ensure continuity of safe housing or when to close the facility
- \_\_\_\_\_ Post no storage allowed signs in stairwells and other areas
- \_\_\_\_\_ Share with members living in the house what cleaning supplies & expectations are for their personal space
- \_\_\_\_\_ Plan is in place to communicate accurate and timely information to all constituents<sup>x</sup>

### Inspections

- \_\_\_\_\_ Property inspection completed<sup>x</sup>
- \_\_\_\_\_ Make sure the certificate of occupancy is in order, if required
- \_\_\_\_\_ All equipment in working order
- \_\_\_\_\_ HVAC/Boiler inspected and operational
- \_\_\_\_\_ Appliances are serviced and operational
- \_\_\_\_\_ Dishwasher sanitizing system is operational operating at required temperatures
- \_\_\_\_\_ Plumbing operational
- \_\_\_\_\_ Electrical system operational
- \_\_\_\_\_ Telephones operational
- \_\_\_\_\_ Internet/wireless is tested and operational



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- Lights operational inside/outside
- Security System is tested and video recording system, if any, is operational
- Grounds maintenance complete
- House serviced by exterminator
- All safety equipment inspected and in working order
  - Fire alarm system
  - Smoke detectors
  - Carbon monoxide detectors
  - Exit lights operational
  - Fire extinguishers operational
  - Sprinkler system operational
  - Additional fire suppression system in kitchen operational (If applicable)
- Health inspections completed
- Fire inspections completed
- House clean and ready for occupancy
- Cleaning supplies stocked<sup>x</sup>

<sup>x</sup> denotes additional resources available on [phigam.org](http://phigam.org) website



## House Opening Checklist

### COVID-19 Specific Items

**Note: This information has been adapted from Indiana University as is an example of the issues that you may need to anticipate addressing. It is important that you follow the rules and guidelines of your State Health Department, CDC or other entities that have authority over your operations.**

#### Communications

- \_\_\_\_\_ Communicate cleaning and disinfecting processes in place to protect tenants and guests to chapter members, parents/guardians and graduate groups
- \_\_\_\_\_ Communicate COVID-19 infection response procedures to tenants, parents/guardians, and graduate groups

#### Develop the following contingency plans for COVID-19

- \_\_\_\_\_ Plans and expectations for members experiencing COVID-19 symptoms
- \_\_\_\_\_ Plans and expectations for members testing positive for COVID-19
- \_\_\_\_\_ Plans and expectations regarding locking down the facility should there be concerns of a potential outbreak
- \_\_\_\_\_ Plans and expectations should the facility be deemed uninhabitable
- \_\_\_\_\_ Plans if the House Director or other employee(s) are sick and unable to complete duties
- \_\_\_\_\_ Communicate strategy for members, parents and campus partners regarding COVID-19 prevention, risk mitigation and response

#### Develop Internal Policies for Healthcare Management

- \_\_\_\_\_ Require members to be tested for COVID-19 if they have symptoms
- \_\_\_\_\_ Develop a plan for affected students to self-quarantine and self-isolate
- \_\_\_\_\_ Require affected members to self-quarantine and self-isolate
- \_\_\_\_\_ Develop an internal accountability process for members who don't follow through with the items above
- \_\_\_\_\_ Develop a plan for providing food and other necessities for those who self-quarantine and self-isolate

#### Chapter House processes should someone test positive or presume to be positive

- \_\_\_\_\_ Notification plan to members, including communicating regarding health and safety, while maintaining confidentiality and respect for individual health information



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- \_\_\_\_\_ Deep cleaning/disinfecting plan for the spaces that the student used, including high touch and high traffic areas
- \_\_\_\_\_ Require any roommates, floormates and other housemates who are close contacts to quarantine for at least 14 days. NOTE: If members live in the same room or suite and someone is actively ill, those members should quarantine for an additional 14 days from the time of their roommate's recovery
- \_\_\_\_\_ Return plan for student once they have recovered from COVID-19
- \_\_\_\_\_ Plan to work/communicate with parents/families when a member living in the house tests positive

### Dining areas/communal eating spaces

- \_\_\_\_\_ Follow local and state health department guidelines relative to the food safety practices

### Additional recommendations:

- Food service employees shall conduct health screenings prior to shifts, wear face coverings while working, stay at home if sick, and maintain physical distancing at all possible times
- Consider alternative for staff who may be at high risk for complications from COVID-19
- Limit in person dining at any given period to 25% of your seating capacity and separate seating and tables at least 6 feet apart, no more than 6 people per table (group by roommates, floors);
- Reduce or eliminate shared utensils and any shared or self-service of foods like buffets, salad bars, condiment, and drink stations.
- Provide single meal service, plated meals, "grab-and-go" and take-out style meals for students as much as possible;
- Consider outdoor options for dining where possible;
- Increase cleaning and disinfection of common-touch surfaces
- Assign meal/dining times for students (grouped by roommates/floor mates), including pick up times for food;
- Promote and encourage delivery options for students; however, limit anyone entering the facility and consider having food dropped off at the front door of the facility;
- Require that any members exhibiting symptoms of illness to eat in their rooms (and get screened/tested if necessary);
- Develop a plan to provide food to any member who is self-isolating or self-quarantining so that they can remain in self-isolation/quarantine

### Sleeping Spaces

- Limit the number of individuals sleeping in one space and use single rooms if possible
- If single rooms are not possible, consider sleeping two to three members per room maximum with distancing to the extent possible, as well as stringent roommate expectations and agreements
- Move beds/sleeping options into individual rooms if the facility has a warm/cold dorm



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- If the facility cannot house members in individual rooms and only has large rooms/dorm spaces available, then the following changes are recommended:
  - Sleep only one person per bunk bed
  - Move beds at least six feet apart
  - Flip beds head to toe
  - Safely and in compliance with fire code, add partitions in between spaces, such as temporary walls, plexiglass, shower curtains, etc. to prevent the spread of germs while members are sleeping
  - Repurpose common area(s) to create more sleeping spaces for students and to limit the number of people sleeping in one room
- Provide alternative, private sleeping arrangements for students to self-isolate and self-quarantine
- Remove dressers, desks, and other furniture in individual rooms to create more space in sleeping areas if necessary
- Develop enhanced/intensive cleaning plans for shared sleeping spaces to regularly clean and disinfect

### Bathroom Spaces

Limit bathroom sharing by doing the following:

- Schedule times for things like grooming and showering to reduce simultaneous occupancy when possible
- Assign students to specific bathrooms if there are multiple units on a floor
- Ask members to clean and disinfect bathrooms after their use (provide and stock sanitizer wipes for sink handles, door latches, seat pans, urinal/toilet handle if not an automated, etc.)
- Use/install automated flushing and automatic activation for: water, soap, hand towel/dryers in shared bathrooms if possible
- Post signage, instructions, and reminders for the following:
  - cleaning and disinfecting after use
  - handwashing
  - general illness prevention
  - other best practices for the bathroom (i.e. - use of totes for belongings so they don't come in contact with sink area, avoid placing or touching toothbrushes on or around the sink, etc.).
- Increase ventilation in bathrooms and consider limiting the use of high-powered air dryers as they may circulate virus throughout the space (automated single use paper towel are likely most hygienic);
- Empty trash regularly
- Ensure hand washing facilities are fully stocked with handwashing supplies and are operational (hot and cold water should be at sufficient pressure and flow, between 100°F capability and 120°F, and flow for at least 15 seconds if automated)



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- Consider recommending use of face coverings in bathrooms, when feasible, depending on how the person is utilizing the bathroom
- Encourage use of shower caddy and regular use/cleaning of towels to eliminate the spread of germs
- Install barriers between sinks if bathrooms are often crowded and physical distancing is difficult to maintain

### Common Areas

- Seating arrangements should be made to limit contact and to promote physical distancing at least six feet apart
- Members, guests and visitors should be expected to wear masks in all common areas or when in group settings where physical distancing of 6 ft. cannot be maintained
- Consider setting up individual study spaces in common areas to limit group gatherings
- Provide hand sanitizer and cleaning supplies in these areas to promote hygiene and to crowd-source cleaning in these spaces
- Designate one entrance for members and guests where hand sanitizer is stationed for immediate use;
- Don't allow any visitors in the waiting area

### Cleaning and Ventilation

- Deep cleaning should be conducted regularly, and PPE should be available to staff who are cleaning facilities
- Provide cleaning supplies to individual members to encourage/require regular cleaning of common areas/personal areas after use
- Post signs reminding students to clean spaces regularly throughout the facility
- Clean and disinfect bathrooms at least twice a day (morning, evening, or after times of heavy use)
- Risk for COVID-19 can be minimized by regularly inspecting air handling units, replacing filters, and ensuring air handlers are functioning as designed. Federal, state, public health and industry guidance regarding heating, ventilation and air conditioning (HVAC) guidelines should be monitored and followed

## Additional Considerations for Risk Management



## House Opening Checklist

### Guests & Events

- It is recommended that only residents and facility employees should be permitted in the chapter facility
- If any additional guests or visitors enter the facility, it is critical that the organization retain a list of the name, contact information, and association of the guest entering the facility.

### Training and Education

- Facility employees, advisors, and executive board members should receive training on the signs of COVID-19 and provide guidance on what to do if someone has symptoms or needs support and assistance, including following the Organization's crisis management and communication plan

### Move-in Plans

- A phased move-in process is recommended to encourage and allow for physical distancing, enhanced cleaning, and disinfecting between moves
- Recommendations regarding phased move-in plans should be provided as soon as they are available and no later than August 1<sup>st</sup>, 2020.

### Messages

- Signs with public health messages should be posted throughout the facility reminding students to isolate and stay home if they are sick, to regularly clean, wash their hands, wear masks, etc.
- Consider marking spaces six feet apart in high-traffic or waiting areas to promote physical distancing

*(Covid recommendations adapted from Indiana University- 7/20)*