

Alpha Delta Pi

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CHAPTER AND HOUSE CORPORATION RESPONSE GUIDELINES FOR COVID-2019

What is COVID-19?

Coronaviruses, including COVID-19, are contagious respiratory illnesses. According to the World Health Organization, symptoms can include fever, cough, headache, sore throat, runny nose, and shortness of breath. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure, and even death.

The Centers for Disease Control believes at this time that symptoms of COVID-19 may appear in as few as two days or as long as 14 days after exposure. According to the CDC, the spread of COVID-19 from person-to-person most likely occurs among close contacts who are within about six feet of each other. It is unclear at this time if a person can get the virus by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes.

College/University Response to COVID-19

Colleges and universities are taking a number of preventative measures to slow the spread of COVID-19 in campus communities with their first priorities being their students. In the event your college/university takes preventative action, the house corporation and chapter should follow expectations and procedures released by college/university administrators.

What types of action may necessitate a chapter response?

The following chart is designed to assist you in understanding potential college/university actions and the appropriate chapter response. If your college/university takes actions other than what is listed below, contact your Executive Chapter Advisor and Collegiate Province Director for assistance.

COLLEGE/ UNIVERSITY ACTION	COVID-19 STATUS	ALPHA DELTA PI CHAPTER ACTION	ALPHA DELTA PI HOUSE CORPORATION ACTION
College/University bans groups meetings	No COVID-19 cases present on campus	Alpha Delta Pi chapter meetings and activities canceled or moved to a virtual format in conjunction with the timeline specified by the college/university.	House corporation annual meetings should be held virtually and not in person. The house corporation can also consider rescheduling the meeting for a later date.
	Presumed positive COVID-19 cases present on campus	Alpha Delta Pi chapter meetings and activities canceled or moved to a virtual format in conjunction with the timeline specified by the college/university but college/university response Guidelines for COVID-19 are to be followed.	Refer to house corporation communication regarding COVID-19 emailed 3/4/2020 and chapter communication emailed on 3/10/2020.
College/University moves to online courses	No COVID-19 cases present on campus	Alpha Delta Pi chapter meetings and activities canceled or moved to virtual format in conjunction with the timeline specified by the college/university.	House corporations are recommended to follow college/university response guidelines.
	Presumed positive COVID-19 cases present on campus	Alpha Delta Pi chapter meetings and activities canceled or moved to virtual format in conjunction with the timeline specified by the college/university but college/university response guidelines for COVID-19 are to be followed.	House corporations are recommended to follow college/university guidelines but can determine what is best for the facility and our members accordingly. It is recommended that if members can go home, they should go home to ensure proper cleaning of the facility during timeline specified. If members are unable to go home, review by the House Corporation, on a case-by-case basis, will be conducted and, in partnership with the college/university, alternative residential needs could be considered.
College/University closes student housing	No COVID-19 cases present on campus	Alpha Delta Pi chapter meetings and activities canceled or moved to virtual format in conjunction with the timeline specified by the college/university.	House corporations are to follow college/university guidelines regarding facility closures.

	Presumed positive COVID-19 cases present on campus	Follow college/university response guidelines for COVID-19.	House corporations are to follow college/university guidelines regarding facility closures.
College/University closes (i.e. canceling classes, limiting operations to essential personnel)	No COVID-19 cases present on campus	Alpha Delta Pi chapter meetings and activities canceled in conjunction with the timeline specified by the college/university.	House corporations are to follow college/university guidelines regarding facility closures.
	Presumed positive COVID-19 cases present on campus	Follow college/university response guidelines for COVID-19.	House corporations are to follow college/university guidelines regarding facility closures.

FREQUENTLY ASKED QUESTIONS

Q: Who should I notify if my college/university takes preventative action?

A: If your university takes preventative action that requires your chapter to cancel meetings or activities, contact your Executive Chapter Advisor and Collegiate Province Director. These volunteers will help you assess your chapter calendar to identify if events need to be canceled or rescheduled based on the action taken by your university. Only essential chapter business needs to be completed this academic year.

Q: What is essential chapter business?

A: Essential chapter business for the remainder of the academic year includes:

- Approving chapter budget for the 2020-21 academic year by the date shared with your Vice President of Finance by your Chapter Finance Director
- Submitting Chapter Performance Award applications by the April 1, 2020, deadline
- Approving chapter bylaws and standing rules by the April 15, 2020, deadline
- Updating Pi Portal with accurate shipping address and chapter roster (members, officers, and advisors)

Q: What if our college/university has canceled activities through the remainder of the academic year?

A: It is recommended that essential chapter business be conducted virtually.

Q: How should we host virtual meetings?

A: This will depend on how much and what business your chapter still needs to conduct at the time that meetings and activities are canceled. For example, if you have already presented your chapter budget and simply need to vote, this may be best conducted via email. Conversely, if your VPF needs to present the budget, this might be better accomplished via [web conference](#). Work with your Executive Chapter Advisor and Collegiate Province Director to determine the best option for your chapter in the event that activities and meeting are canceled.

Q: What should we do about chapter dues and fees if activities are canceled due to COVID-19?

A: Due to the fluidity of this situation, members and new members should still be paying their dues and fees. At this time, a statement cannot be made in regard to a proration and/or refund of fees. Chapter officers should work with their CFD and Collegiate Services Specialist to determine appropriate next steps as the term draws to an end. We appreciate everyone's patience and understanding as we work through this uncertain situation for our members.

Q: What financial action should be taken if initiation has to be canceled or delayed?

A: Alphas will still need to pay their alpha, initiation and badge fees even if initiation has been delayed. This will allow chapters to be released for initiation at a later date, and also ensures alphas who have pledged during the spring semester, do not experience an increase in fees that typically occurs in the fall on August 1.

Q: We have members returning from study abroad, what should we do?

A: Because this virus is widespread and present in many countries outside the US and Canada, we have created the following guidelines around member travel and those members who may be returning from study abroad programs:

- Alpha Delta Pi discourages all non-essential overseas travel to [Level 2 or Level 3 countries](#) as identified by the CDC at this time.
- Study abroad members returning from Level 2 or Level 3 identified countries per the CDC must self-quarantine for 14 days after their return to the US or Canada. **These members may not quarantine in a chapter facility.**
- Study abroad members may return to the chapter facility after the 14-day quarantine if they are symptom free.

Q: We had a Leadership Consultant visit scheduled, what will happen now?

A: Our Leadership Consultants will be coming off the road until at least April 15, 2020. We will work with chapters and District Teams to determine which visits can still occur virtually and which will need to be canceled or postponed.

Q: I live in an Alpha Delta Pi facility. What is being done to reduce the spread of the virus?

A: House Corporations, which are entities that run Alpha Delta Pi facilities, have been guided to increase the number of routine cleanings each week and ensure disinfection of the facility and frequently touched surfaces are properly performed. It is also being recommended that all members return home, should their situation allow, if the University remains opens. However, these decisions will be communicated to members by each local house corporation as appropriate, and as determined by the local house corporation.