

ALPHA OMICRON PI

Fraternity

COLLEGIATE CHAPTER RESPONSE GUIDELINES FOR COVID-19

The overall health and wellness of our members deserves our utmost care and attention. Alpha Omicron Pi continues to monitor the global health situation, COVID-19, and is actively discussing contingency plans collegiate chapter operations. Our main priority is the health and well-being of our members.

What Is COVID-19?

According to the Centers for Disease Control and Prevention (cdc.gov), on February 11, 2020 the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan China. The new name of this disease is coronavirus disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as "2019 novel coronavirus" or "2019-nCoV".

There are many types of human coronaviruses including some that commonly cause mild upper respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans. The name of this disease was selected following the World Health Organization (WHO) best practice external icon for naming of new human infectious diseases.

COLLEGE/UNIVERSITY RESPONSE TO COVID-19

Colleges and universities are taking a number preventative measures to slow the spread of COVID-19 in college/university communities. In the event your college/university takes preventative action, your chapter should follow expectations released by your 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 chapter adviser and/or Assistant Director of Collegiate Experience or Assistant Director of Growth for assistance.

For the most up to date information about COVID-19 from the CDC, please click [here](#).

COLLEGE/UNIVERSITY ACTION	ALPHA OMICRON PI CHAPTER ACTION
College/university bans group meetings.	Alpha Omicron Pi chapter meetings and activities should be cancelled in conjunction with the timeline specified by the college/university.
College/university moves to online courses.	Alpha Omicron Pi chapter meetings and activities should be cancelled in conjunction with the timeline specified by the college/university.
College/university closes student housing.	Alpha Omicron Pi chapter meetings and activities should be cancelled in conjunction with the timeline specified by the college/university.
College/university closes. (i.e. cancelling classes, limiting operations to essential personnel, etc.)	Alpha Omicron Pi chapter meetings and activities should be cancelled in conjunction with the timeline specified by college/university.

FREQUENTLY ASKED QUESTIONS

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

If your university takes preventative action that requires your chapter to cancel meetings or activities, please contact Bailey Read, Director of Collegiate Experience, at bread@alphaomicronpi.org or call (615) 370-0920.

Our Collegiate Experience team in conjunction with our Network teams will help you assess your chapter calendar to identify if events need to be cancelled or rescheduled based on the action taken by your university. Only essential chapter business needs to be completed this academic year.

What is essential chapter business?

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

- Approving chapter budget for the 2020-2021 academic year
- Discussing proposed bylaw amendments

What if our college/university has cancelled activities through the remainder of the academic year?

You can conduct chapter business virtually. We want to work with your chapter to provide tools to meet virtually. To help your chapter we have set up Zoom accounts available for your chapter to utilize so that you can meet face to face virtually with one another. Chapter Presidents, please contact your Assistant Director of Collegiate Experience or Assistant Director of Growth for assistance in setting this up as well as procedures for electronic voting.

How should we host virtual meetings?

This will depend on how much and what business your chapter still needs to conduct at the time that meetings and activities are cancelled. For example, if you have already presented your chapter budget and simply need to vote. This may be best conducted via email or Survey Monkey vote that can be ratified at a later time. Conversely, if your VP Finance needs to present the budget this might be better accomplished via web conference. Work with the Chapter Adviser and Finance Adviser as well as your Network Team to determine the best option for your chapter in the event that activities and meetings are cancelled.

For additional procedures on how to facilitate electronic voting, please contact your Assistant Director of Collegiate Experience or Assistant Director of Growth.

We have the IME scheduled, what should we do?

The IME is now online and we would encourage your chapter to take it this way. The Ritual portion can be made up in the future when the chapter can meet in person.

We have Initiation scheduled, what should we do?

Based on university/college instructions you made need to postpone Initiation. However, we would ask that you work with your NS-R/NS-D and ADCE/ADG on these plans and that you are thoughtful and intentional with your new members who have not been initiated to be sure you retain them.

We were supposed to conduct alumnae transition Ritual, what should we do?

Unfortunately, you will need to follow college/university guidelines and likely need to cancel this Ritual ceremony. We encourage creative communication between alumnae chapters and collegiate chapters to connect graduating seniors.

We were supposed to have an ELC visit, what should we do?

We are monitoring this ongoing situation very closely. Communication regarding ELC visits will be going out separately to chapters impacted.

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

Chapter officers should work with their financial adviser, chapter adviser and Network team to determine if it is appropriate to pro-rate or refund dues. Chapters should consider the amount of activities that have already been offered as well as contracts that can be negotiated because of cancelled activities (i.e. formals, sisterhood retreats, philanthropy events, and parents' days) during the academic term to make determinations about appropriate amounts.

Please note that International fees due to Headquarters or Corporation Fees in which a facility remains open are not available to be pro-rated or refunded.

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

Members returning from study abroad should follow guidance from the college/university's study aboard office regarding returning to campus.

Should members returning from study aboard programs due to college/university recall be charged additional dues and fees even though they were granted special status – off campus?

If your campus is operating normally and the individual would like to participate in chapter functions, they should be charged a pro-rated amount as determined by the chapter.

If we have a chapter facility, what should we do?

AOII Properties is monitoring university/college communication and will work with each facility individually to mirror campus plans. If you have specific questions, please work directly with your Assistant Director of Properties. Should a facility be closed for the remainder of the semester based on campus plans, this will be communicated directly from the AOII Properties team.