

ALPHA OMICRON PI

Fraternity

Alpha Omicron Pi
International Headquarters

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Alpha Omicron Pi has closely monitored the COVID-19 pandemic and is making necessary adjustments in preparation for AOII facilities to open for the upcoming school year. The following guidelines identify member responsibilities, expectations, and recommendations in all AOII-owned or operated facilities.

Please also know that these may vary based upon campus, so please review all the provided links.

MOVE-IN

Understanding the recommendations of the CDC as well as federal, state, and local officials, all AOII facilities will be offered guidelines so that the local chapter can coordinate a staggered move-in plan. Additional information will be provided to your chapter regarding move-in, so please work with your Assistant Director of Properties to determine move-in dates.

- Ingress and egress of the facility will be properly marked and should be followed to mitigate cross-traffic.
- Members will be restricted to only two additional persons assisting with move-in.
- Members and their guests must wear self-provided masks which have to be worn in any shared spaces, including both the residential spaces and common areas; dependent upon your state or city's regulations, they can be removed when outside if safe social-distancing is being practiced. Beyond this, members and their guests should wear additional self-provided PPE to their comfort level during the move-in process.
- Members and their guests will be required to answer a short questionnaire upon their arrival and before their entry into the AOII facility. [Click here for questionnaire.](#)
- Members and their guests will have their temperature taken before entry to the facility. Failure to comply with CDC-advised temperature thresholds will result in inability to access the chapter house.

Should a guest of the member assisting with move-in have a temperature at or above 100.4 degrees, the guest will not be allowed to enter the facility. Should a member's temperature be at or above 100.4, that member will not be permitted to move into the facility at that time. We will ask that they return with a doctor's note confirming that they are free of COVID-19. Should the member test positive for COVID-19, she will need to abide by all recommendations from the CDC and may return consistent with those guidelines <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

- Members and their guests should appropriately socially distance from others also moving into the facility.
- Members will be asked to sign an Acknowledgement of Responsibilities and Expectations before they will be allowed to move in. [Click here to access form.](#)
- For contact tracing purposes, guests will be required to sign-in upon arrival.
- [Guest sign in sheet.](#)



CLEANING & SANITATION

Due to concern surrounding COVID-19, our cleaning services will encompass the following changes for the Fall 2020 semester.

- Contracted housekeeping services or employed housekeepers will maintain an increased but consistent schedule.
- Cleaning will be performed in accordance with CDC recommendations and with EPA-approved cleaning products.
- High traffic areas and high touch surfaces should be cleaned three times per day when the facility is in use.
- Hand sanitizing stations will be present at multiple locations throughout the facility.
- Hands free soap and paper towel dispensers will be made available in each facility's restroom.
- Housekeeping service vendors and employees will be required to wear self-provided PPE upon their entry and during their workday at all AOII facilities.
- Signage related to handwashing, CDC guidelines, etc. will be posted throughout the facility.
- Should an in-house resident test positive for COVID-19, AOII will contract a professional cleaning service to ensure thorough cleaning is performed in line with CDC directives.

It is important to note that members are still responsible for the cleanliness of their residential space. EPA-approved sanitizing wipes and cleaning solutions will be made available for the use of each member, in common areas only.

OUTSIDE VENDORS

- AOII House Directors and professional staff are required to communicate expectations of any outside vendors before they arrive at all AOII facilities. This includes being equipped with proper and self-provided PPE, social distancing, handwashing, and self-screening.
- For contact tracing purposes, all vendors will be required to sign-in upon arrival.
- Vendors will be turned away if they arrive outside of a scheduled appointment.
- Vendors will be asked to reach out to their local point-of-contact upon arrival.
- Deliveries shall still come to designated areas of the facility.
- We will aim to schedule all preventative maintenance items/projects outside of the academic year to ensure minimal foot traffic throughout AOII facilities. While this may not be possible in each facility, AOII professional staff and the House Director will work to communicate to the Property Manager the schedule of these visits should they affect operations of the facility.
- [Vendor sign in sheet.](#)

GENERAL DAY-TO-DAY LIVING

- Furniture has been rearranged, *if necessary*, to allow for social distancing, and it should remain in its current configuration until further notice to ensure your safety.
- Spaces throughout the house may be closed off as necessary if safe social distancing practices cannot be maintained.
- Reminders of health and safety guidelines have been posted in each facility.
- If a facility has an elevator, access will be limited until further notice. New capacity limits will be posted at and in the elevator.
- Members not living in the facility will have limited and potentially no access to the facility, depending on changing federal, local, state, university, and CDC guidelines.



- Residential areas will be strictly limited to residents (in-house members) only.
- Any members living out-of-house should arrange for mail/packages to be delivered to an alternative location. Only members residing in the facility should receive mail/packages at the facility.
- Ingress and egress paths will be clearly marked and are to be observed by all members and vendors.
- All loose items that are property of the Corporation will be stored until further notice. This includes but may not be limited to blankets and pillows.
- Hand sanitizing stations will be made available at all AOII facilities.
- EPA-approved cleaning supplies will be provided at each AOII facility.
- A schedule for the laundry room shall be implemented by the local chapter to allow for CDC recommendations. <https://www.cdc.gov/coronavirus/2019-ncov/community/shared-congregate-house/guidance-shared-congregate-housing.html> (scroll down to “Laundry rooms”)
- Per normal AOII expectations, access to commercial kitchens is restricted.
- Bathroom layouts have been reviewed and barriers will be provided, if necessary, when proper social distancing of six feet cannot be maintained or if required by the University.
- Chapter activities and events such as recruitment, ritual, LC meetings, sisterhoods etc. must comply with local, state, federal, university, and CDC regulations related to social gatherings. Maximum attendance must be determined and approved prior to hosting.
- While guests (other than vendors) are not allowed in AOII facilities at this time, we understand the importance of advisor roles with our chapters. All advisors will be expected to follow the same recommendations and expectations as collegiate members and will be required to sign-in upon arrival to the facility. (See below)
 - If a facility has a guest room, the room will be closed to outside guests, except for International professional staff member visits, until further notice.

RECOMMENDATIONS, EXPECTATIONS, & RESPONSIBILITIES

It is AOII’s expectation that each member takes personal responsibility for following guidelines that have been provided. We ask that you do this not only for yourself but for the safety and health of those around you. Guidelines to monitor closely are provided here: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>. Should a member be exposed to or show symptoms of COVID-19, she is responsible for following CDC protocol and consulting her healthcare provider immediately.

- Members, in-house or out-of-house, should wear a face covering in common or shared areas of the facility, such as hallways, lounges, living rooms, etc. Masks are to be provided by the member, not AOII. Cloth masks are recommended. Proper wearing of a face covering is required; your mouth and nose must always be covered.
 - Members may remove their face covering when seated in the dining area.
- All members should wash their hands or use hand sanitizer upon arrival to the facility and when exiting the facility. Frequent hand washing throughout the day is recommended and should be done in the correct manner as recommended by the CDC. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- AOII recommends that all members self-screen each day. [Click here for questionnaire.](#)
- All marked paths of ingress and egress shall be followed unless in the event of emergency (such as a fire, intruder, or other crisis circumstances).
- EPA-approved disinfectant supplies, such as Lysol/Clorox wipes and disinfectant spray, have been provided, and it is an expectation that they will be used regularly in common spaces.



- AOII expects our members to hold each other accountable. Should you see a sister not complying with or abiding by these expectations and responsibilities, please talk with her about the importance of her well-being and that of her sisters!

COVID-19 ISOLATION/QUARANTINE

All members safety and well-being are of utmost importance to AOII. Should a member contract COVID-19, self-isolation will be necessary. Should an in-house member not have an alternative place to self-isolate, we will allow the member to remain in the facility. However, many campuses will offer isolation/quarantine facilities, and should your campus provide this option, you will be asked to relocate there until you have recovered and can acquire a doctor's note confirming you're no longer contagious or showing symptoms. This doctor's note will need to be submitted to your Chapter President, House Director, and sent to your Assistant Director of Properties prior to move-in. If this is not an option, please work with your House Director or Adviser to determine the best option for isolating in the chapter facility.

It is important that any member who is exposed or shows symptoms of COVID-19 immediately minimize contact with other members until she can be tested in line with current CDC guidelines and recommendations. Any out-of-house member who tests positive for COVID-19 will not be allowed to visit the facility until she has recovered and tests negative for the virus.

Any member who tests positive for COVID-19 should report their results to AOII immediately. While we must report it to the chapter, we will not share the individual's name. Please know that if a member does not have access to quarantine space in university provided isolation rooms, at home, or another location, we will not be able to guarantee your confidentiality as you will be required to isolate on site in a private area. Should this occur, access to the common areas of the facility will be eliminated, meal arrangements will be provided, and a mask will always be required even outside of proper social distancing of six feet apart.

AOII FEES

While AOII has continued to take on unforeseen expenses due to the current pandemic, we are not putting these expenses back on our members. AOII does not plan on closing our facilities during this next academic year; however, should the unexpected happen again, we aim to be as transparent as possible regarding fees.

If an AOII facility is required to close, AOII will again provide refunds based off a prorated amount determined by our accounting team. AOII offers monthly payment plans only as a courtesy to members to make the AOII experience as affordable as possible. Payment plans are a financial accommodation, but not prorated or monthly amounts. The monthly Room & Board or Development Fee payment plan amount is not a reflection of that month's cost or expenses.

Most Universities are choosing to end any in-person classes prior to a typical Thanksgiving or Fall break, and then are resuming in-person instruction the Spring. This is an effort to eliminate students traveling home for those breaks and then returning to campus, to continue mitigating the spread of COVID-19. AOII will opt to keep the facility open during Thanksgiving break this year and through mid-December until a traditional winter break for those who would like to stay. Should you opt to go home for Thanksgiving break, we ask that you follow your University's guidelines for return. Please know although you're welcome back to the facility, we ask that while away you follow CDC and social distancing guidelines. AOII's facilities will continue to remain open after Thanksgiving Break until a traditional mid-December close. We are working on details of that date, too, and will be in touch with local chapter leadership and House



Directors (as applicable) to determine this. Residents will continue to be assessed the original amount of December's installment of Room & Board. As aforementioned, the installment amount is not monthly rent, but rather reflects the payment plan option you may have selected.

Should you have to isolate or quarantine offsite your Room & Board will be changed to a Development Fee only while you've vacated the facility. This will extend for a maximum of the 14-day period currently recommended by the CDC. The billing will be adjusted upon your return, so please be sure to communicate that appropriately with your local chapter officers. If you optionally decide to stay offsite for an extended period of time, you will be charged Room & Board as normal after the 14-day maximum.

FOOD & DINING

Alpha Omicron Pi partners with College Fresh as our main food service provider. College Fresh has developed enhanced food service measures to ensure the safety of our members during their dining experience in AOII facilities.

[Please see here for College Fresh information](#)

- A meal service schedule will be provided to residents as necessary, to comply with recommendations of social distancing and dining room capacities of six feet apart. Members will be asked to sign up for a time slot - to comply with these recommendations.
- Grab-n-Go or To-Go style meal options will be available to all members.
- Outdoor eating space *if available* will be open to OOH members.
- Food services providers or employees working withing the kitchen will be required to wear self-provided PPE upon their entry and during their workday at all AOII facilities.
- Hot and cold bars will be closed until further notice to decrease chances of cross contamination. This will not eliminate the option of a salad bar, butit will be prepared for you.

Links:

- [Acknowledgement of Expectations & Responsibilities](#)
- [Alpha Omicron Pi: Returning to Campus Information](#)
- Signage for facility
 - [COVID-19 Awareness](#)
 - [Hand washing information](#)
 - [Help us limit the spread questionnaire](#)
 - [Social distancing information](#)
 - [Symptom information](#)
 - [Coronavirus protection information](#)
- Sign-in contact tracing forms
 - [Guests](#)
 - [Vendors](#)

