

# COVID-19 CHAPTER FACILITY GUIDELINES

Date: Friday, July 24, 2020  
To: All WPN Properties and Members  
From: WPN Management Company LLC  
RE: COVID 19: Chapter Facility Guidelines

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Members' health and safety continue to be a top priority for WPN Management Company. Now, more than ever during the COVID-19 pandemic, it is very important that serious precautions are taken to ensure the risk of exposure is reduced as members embark on the academic year and living in the chapter facility. WPN will be implementing the following guidelines which chapters and members are recommended to abide by. By taking these guidelines and protocols seriously, all members reduce the risk of exposure and communicate the importance of each brother's health and safety.

## Chapter Guidelines:

- Maintain social distancing, as defined by the [Centers for Disease Control \(CDC\)](#) in the chapter property communal living spaces at all times. Where social distancing is not possible, members should wear a mask.
- Limit non-member guests into the chapter facility.
- Adhere to state, local, and campus event gathering restrictions.
- Complete daily disinfecting cleaning as outlined in the [Chapter Facility Cleaning Guidelines](#).
- Ensure all chapter members complete the Chapter Member Wellness Pledge.
- Follow [Bed Positioning Guidelines](#).
- Display [signage](#) provided by WPN.
- Maintain vacant residential rooms within the chapter facility to be used as self-isolation spaces, if necessary.
- Follow adjusted meal service operations as guided by the chapter's food service company.
- Follow [CDC Handwashing Guidelines](#).
- Comply with amended house rules if required by WPN.

## WPN Responsibilities:

- Work with vendors to ensure a healthy stock of cleaning and disinfecting supplies are provided where possible.
- Provide hand sanitizing stations in high traffic locations.

- Modify the layout of communal living spaces.
- Provide [signage](#) throughout the facility.
- Communicate guidelines individually and collectively to members of the chapter.
- Review and adjust house operations to reduce person-to-person contact during peak operations.

The following are recommendations for chapters to consider when conducting chapter business in a shared facility:

- Room Selections:
  - In residential room spaces of double or more occupancy, the chapter should consider if a member has an immediate family member who is at higher risk of contracting COVID-19, for an exemption to the double occupancy.
  - Urge members to consider their fellow brother's habits and the impact it could have on their health when selecting their roommate/pod/suitemate.
- Guest Visitation: consider establishing timeframe and location limitations for non-member guests and when out of house members can be at the chapter facility.
- Take attendance at every event held by the chapter (in and out of the chapter facility) in order to provide contact tracing records and notification if someone might have been exposed to COVID-19.
- Ask brothers to:
  - Be tested for COVID-19 before moving into the chapter facility.
  - Take a daily symptom assessment using the [COVID Symptom Study app](#).
  - Take their temperature daily or at the beginning of an event.
  - Provide their own face masks and hand sanitizer.