Purdue University - Fraternity, Sorority and Cooperative Life
Considerations for Housing

Purdue University cares about our FSCL community. As individual organizations prepare for the fall opening, many inquiries and requests for guidance related to strategies and considerations of COVID-19 safety precautions have been received. In an effort to respond to these requests and share ideas, suggestions and best practices, this document was created. Please note that each housing facility is unique and not every suggestion or idea offered is ideal or operational for each organization. Suggestions provided are solely intended to be items for consideration and neither endorsed nor mandated by Purdue University or FSCL staff.

Guiding Principles:
1. Follow and adhere to all CDC/Federal/State guidelines.
   b. State of Indiana: https://www.coronavirus.in.gov/
2. Understand the University Protect Purdue Plan, recommendations, guidance for COVID-19 and a return to campus and the facility. https://protect.purdue.edu/campus-status/
   a. Protect Purdue Pledge – “Being a part of the Boilermaker community means that each of us must take extraordinary steps to stay well and persistently protect each other. Therefore, I will take responsibility for my own health and help keep the Purdue community safe by stopping the spread of COVID-19 and other infections as identified and instructed by the university.” https://protect.purdue.edu/pledge/
   i. Monitor for the symptoms of COVID-19, including daily temperature check and staying home if ill.
   ii. Wash hands often and get vaccinated for the seasonal flu.
   iii. Maintain social distancing and wear appropriate protective gear.
   iv. Keep clothing, belongings and personal and common spaces clean.
   b. Residents should wear a cloth face covering whenever they are around others (hallways, public spaces and common areas where distancing of six feet is not possible), including when they leave their rooms and when they leave the facility. https://protect.purdue.edu/required-covid-19-protocols/?_ga=2.42003429.1581779736.1591019505-534836926.1564058573
   i. Face masks are required outdoors if safe social distancing is not possible
   ii. The face mask is not a protection for you. It is a protection for others around you, to prevent you from unintentionally spreading the COVID-19 virus to others.
   iii. Students should carry at least two face masks with you daily to ensure that you have a replacement if one becomes wet or dirty while you are on campus.
3. Regular communication with undergraduates, parents, and community partners from both the University and each housed organization.
   a. Collect accurate contact information of all members and parents for open communication.
Prior to Opening:

- Each member must begin daily symptom self-monitoring 14 days prior to returning to campus. If you exhibit symptoms, do not come to campus until they are gone.
- Work with chapter/house leadership to develop, communicate, and enforce a plan to support increased healthy hygiene, hand washing, cleaning and sanitation practices.
  - Utilize CDC promotional materials for hand washing and other steps for risk mitigation [www.cdc.gov/handwashing/materials.html](http://www.cdc.gov/handwashing/materials.html)
  - Consider professional cleaners to come in 1-2 days/week if possible.
  - Organizations that rely on members for cleaning and sanitation should clean the facility daily following CDC guidelines.
  - Clean all common areas and high-touch surfaces a minimum of 3 times daily.
    - Providing sanitizing wipes/products for students in high-traffic and communal areas for pre/post use cleaning can reduce the frequency of cleaning.
  - Maintain records of cleaning duties for members to ensure tasks have been completed.
- Order necessary supplies sooner rather than later. Purdue University has agreed to assist with the securing of disposable face masks, disinfectant wipes, and hand sanitizer for housed organizations. If you would like to be included on this supply chain order please let FSCL (bcutler@purdue.edu) know as soon as possible.
  - Hand sanitizer stations in public areas.
  - Ensure adequate hand washing supplies (soap, paper towels).
  - Widely share/post information in common areas about COVID-19 prevention. (See the communications, signage and resources below). Posted information should be updated as appropriate.
  - Replenish cleaning and sanitation products daily.
- Consider scheduling deep cleaning and/or cleaning company following guidance from the CDC (FSCL can help identify vendors if needed).
- Arrange and/or remove furniture to allow for safe social distance in common spaces, dining areas, etc.
  - Reconfigure common spaces to be conducive to studying, safe socializing and dinning.
  - Plexiglas dividers maybe installed in areas where safe distancing cannot be achieved.
- Install hand sanitizer stations at entrances – Consider limiting entry points and increase cleaning at those points.
  - Identify doors as “enter here” and “exit here” (Example, the house may be entered only via the front door. The house may be exited via side and back doors. Exception for emergencies)
• Consider removing lease penalties for residents with compromised immune systems that may no longer be advised to live in the facility.
  o Students should contact the Purdue University Disability Resource Center to consult regarding any health concerns prior to returning to campus. The DRC will review any physician guidance and help students and housing units make informed decisions regarding accommodations. https://www.purdue.edu/drc/students/academic-adjustments.php

• Develop a plan for a safe employment and volunteer experience. Adjust operations as needed for your House Director, Staff, and volunteers. https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html#considerations

• Explore bandwidth capabilities and Wi-Fi use for your facility to ensure that social and educational needs of residents may be met.

• Develop budget scenarios based on your housing plan for the 2020-21 academic year that maximizes membership while providing essential services.

• Establish a COVID-19 response team and establish a protocol for communication to undergraduates, parents, and partners. COVID-19 Response Team for your chapter should include: Chapter/House President, Alumni House Corporation, House Director, and Advisor.

Move In
• Coordinate move in over several days to support safe distancing and de-densification.
• Stagger move in times and/or offer sign up times. No more than 15-20% of total occupants should be moving in at any time.
• Consider limits on the number of individuals that can assist with each resident moving in.
• Relocate member vehicles to alternative lots to provide space that is conducive to distancing during move in.

Food Service and Dinning Operations:
• Train staff and student leaders on food safety/sanitation and cleaning protocols.
  o Purdue Radiological and Environmental Management Services will assist as needed. Check https://www.purdue.edu/ehps/rem/index.html for training opportunities and resources.
• Consider installing sneeze guards as needed in the food service area.
• Coordinate health screenings for kitchen personnel before entering the kitchen.
  o Limit access to kitchen for essential personnel only (including any members with specific food service responsibilities).
  o Gloves and face coverings should be worn at all times.
• Enact higher frequency of surface sanitation and hand washing procedures per the CDC.
• Prepare for the eventuality of staff members staying home more frequently/stay home when sick. How will meal service be coordinated?
• Buffet/self-serve style meal or beverage service are discouraged. All meals and drinks should be plated/served or provided in disposable containers.
  o If disposable materials are used for food/drink service, houses may need to increase trash service to meet the increase.
• Schedule and alternate meal service to reduce the number of individuals using the space.
• Utilize floor markers designating appropriate places to sit and stand in line and while dining.
• Self-service/bulk breakfast and snack options must be evaluated.
• For houses that do not have professional meal service, members should be designated to perform the sanitation, compliance and food service duties of staff.

Sleeping Arrangements:
• Configure bed set up consistent with recommendations from Purdue University.
  o All rooms in which students will be sleeping should allow for approximately 113 square feet per resident.
    ▪ Allow for a radius of 6 feet per person, or while sleeping, a separation of at least 10 feet head-to-head. See diagrams below or at: https://protect.purdue.edu/app/uploads/2020/06/protect-purdue-plan-20200612.pdf - page 14
  o Utilize personal rooms in facilities with Cold Air/Sleeping Dorms to reduce the density of sleeping quarters.
    ▪ These rooms can be configured to allow for sleeping in-room and in the cold air/sleeping dorm, depending on fire code.
  o Adjust the layout and occupancy of Cold Air/Sleeping Dorms.
    ▪ Reduce bed count, reconfigure layout to provide recommended radius.
    ▪ Consider removing, or do not allow sleeping in, bunked beds.
  o Repurpose other spaces throughout the house for sleeping, studying or dining areas to help reduce density (multipurpose rooms, chapter rooms, social function areas, etc.).
    ▪ Consult with fire inspectors prior to making alterations.
  o If an organization cannot meet distancing expectations, consider releasing students from contracts or leasing other spaces to reduce density of residents without significant contract penalties.
    ▪ Several housing units are available to support de-densification efforts, and FSCL staff can help connect interested parties. Contact bcutler@purdue.edu

Restrooms
• When shared bathrooms are used, define the type and frequency of cleaning based on CDC guidance.
  o Adopt a twice daily (at minimum) check of the bathrooms
  o Check status of, and replenishing, hand soap dispensers, paper towels, toilet paper and cleaning supplies daily.
  o Provide sanitizing wipes/products for students to wipe down counter spaces, faucets, handles, soap dispensers, door handles after use.
• Recognizing that bathrooms are high traffic areas where safe distancing is difficult, consider scheduling bathroom time or reducing the allowed occupancy as appropriate.
**Isolation and Quarantine**

- Contact the Protect Purdue Health Center if you are experiencing symptoms of COVID-19 at 765-496-INFO.
- Create a plan should a resident become symptomatic and/or be diagnosed with COVID-19. [https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html)
  - Identify a quarantine space within chapter facility with access to private bathroom.
  - Consider how meals would be provided.
  - How additional cleaning/sanitizing measures would be delivered.
- Adhere to university notification guidelines, keeping patient medical information private and confidential.

**Guest and Operational Considerations:**

- Work with chapter/house leadership to develop a guest policy that establishes reasonable allowances for essential business and activities such as recruitment, new member education, study groups.
  - Check with your Headquarters and/or insurance provider to see if they have additional guidance on the guest policy.
  - Consider restricting overnight guests.
  - Limit non-member guests at the house at any one time.
  - Limit guests to public spaces.
- All in-person gatherings over 10 people (or as Purdue directs) may not be allowed this fall, including philanthropy, recruitment chapter/house meetings, and parties. Plan to adjust operations accordingly using small group and virtual platforms.
- Report students who are not following the Protect Purdue Pledge through the Purdue Student of Concern link: [https://www.purdue.edu/advocacy/faculty/incident.html](https://www.purdue.edu/advocacy/faculty/incident.html)

**Signage:**

The figures below demonstrate room layout that does meet safe distancing recommendations for sleeping quarters.