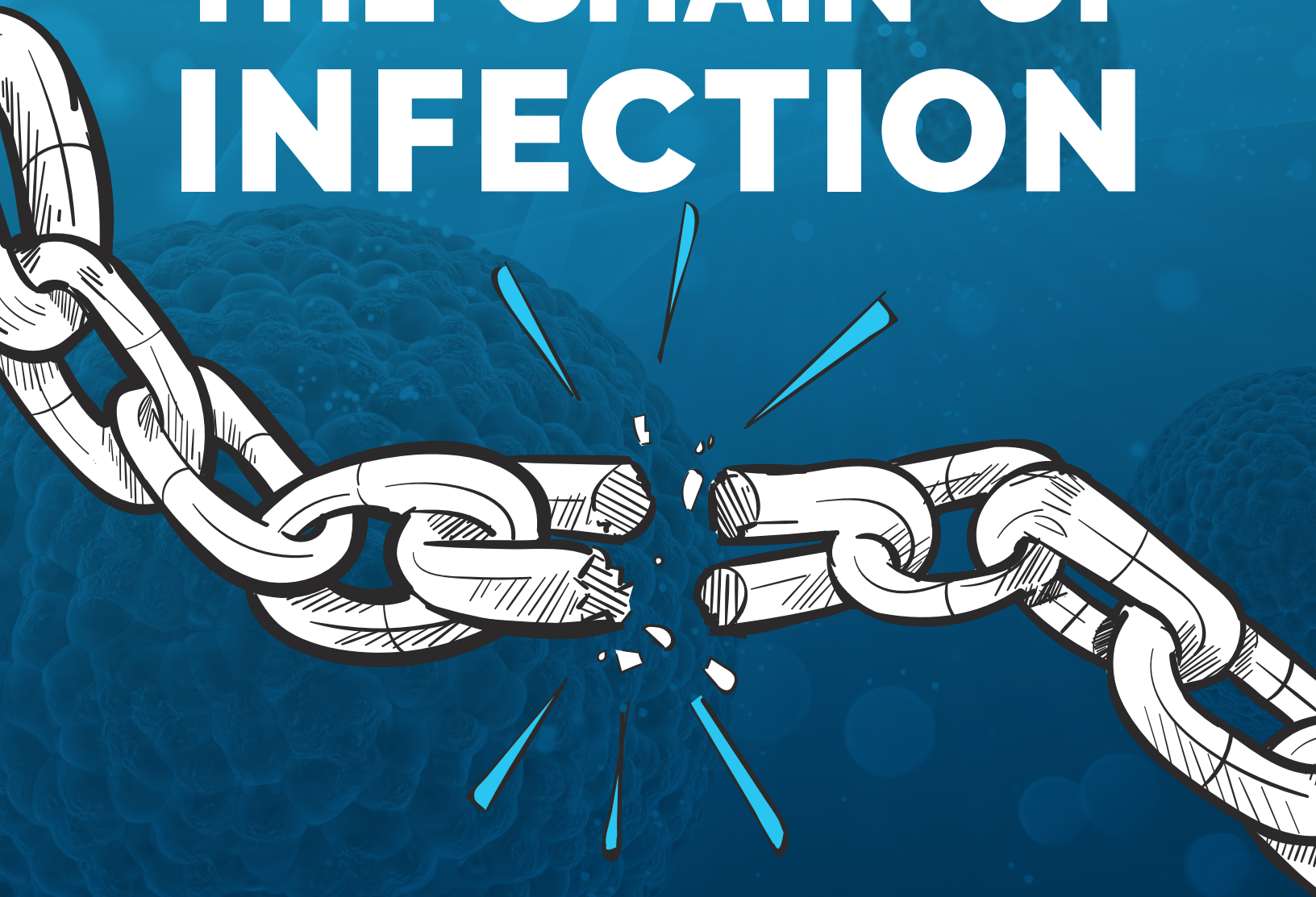


BREAKING THE CHAIN OF INFECTION



Guidance For A Healthful Living Environment
For Fraternity & Sorority Chapters

Living in fraternity or sorority chapter facilities, as with any communal living arrangement on college campuses, carries some risk of contracting pandemic diseases as well as common seasonal illnesses such as flu. Although there have been many guidelines and recommendations issued by federal and local government health agencies in response to the current COVID-19 pandemic, there are many activities that, if incorporated into daily habits, can improve healthy living conditions for fraternity and sorority chapters. Knowing how COVID-19 is spread, and understanding the preventative steps needed to break the chain of infection, can help fraternity and sorority members avoid contracting and preventing the transmission of infectious diseases to others. These same activities apply not only to COVID-19, but also prevent transmission of common viruses, bacteria, fungi, and parasites that could result in disease. By employing common sense and practicing some simple measures, chapter facilities can remain safe and healthy for everyone that lives-in or simply visits the premises.

Creating and maintaining a healthy chapter facility environment will require a disciplined and sustained commitment by all members. Unfortunately, college life for students today can no longer be care-free and business as usual without the fear of contracting a serious life-threatening disease. COVID-19 is a real and legitimate threat to all people everywhere, and college students are not immune from contracting this disease that can threaten your life and create difficult and unpleasant consequences for your academic goals and collegiate experience. It is critical that all college students take the COVID-19 threat seriously, form positive habits to help protect you and those around you and in your community, and to be sure to follow all mandates and recommendations of your local, state, and federal public health agencies.

This manual is intended to provide some basic guidance for your chapter to help prevent the transmission of COVID-19 and other contagious diseases to members and guests. Please read and review this manual carefully as this publication also provides practical and helpful measures and steps that individual members can take themselves to reduce their chance of contracting COVID-19. The goal is to create a healthy environment for everyone that ever resides in or visits the chapter facility. It is critically important that fraternity/sorority members and guests strive to be responsible in their actions and practices and do their part to also help prevent the transmission of diseases to people they encounter while away from the chapter facility whether it be in the classroom, at an athletic event, riding in mass transportation, shopping, or enjoying time with your friends.

The information contained in this publication was written by public health experts based on the latest and best scientific and medical infectious disease information available at the time of printing. We hope you find it to be a resourceful tool to help maintain the good health and welfare of your fraternity and sorority members and for all those in which you come into contact.

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GENERAL GUIDANCE FOR ALL CHAPTER MEMBERS

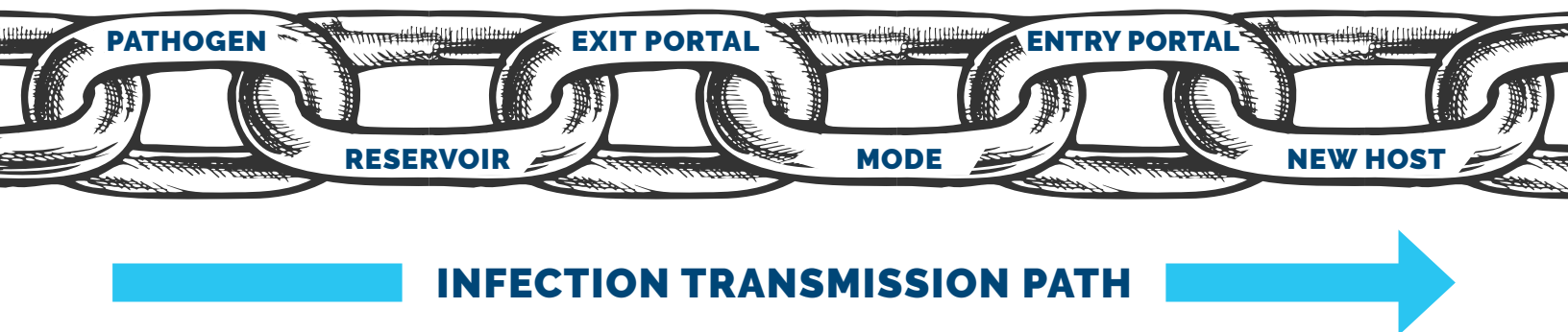
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A recent study of over 26,000 college students for select health issues revealed that the most-often reported illness at 16.4% was sinusitis or sinus infection with strep throat being second at 9.9%. Other diseases that are spread through indirect contact with hands contaminated with viruses or bacteria include all influenza, common cold, Salmonella, hepatitis A, staphylococcal organisms and Epstein-Barr virus. Prevention strategies for these diseases and the recent COVID-19 virus include washing hands, not touching the face, and thorough cleaning with a disinfectant.

Indoor air quality is also a common issue. Presence of allergens and irritants can cause respiratory inflammation and aggravate underlying illnesses such as asthma. Underlying illnesses make individuals more susceptible to infection with a potentially life-threatening illness and can make recovery more difficult. Anything that you can do to maintain good indoor air quality will help your friends, people who you work or live with, and you.

BREAK THE CHAIN OF INFECTION



***WORKING TOGETHER, WE CAN CREATE A
CULTURE OF INFECTION CONTROL BOTH AT
HOME AND AWAY FOR OURSELVES AND OTHERS.***

PATHOGEN is the infectious agent — a virus, bacteria, germ, fungi or even parasites — that causes disease.

BREAK IT! Early diagnosis and treatment; report to Chapter Officer; self-isolate; advise those who may have been exposed to seek diagnosis.

RESERVOIR is any place a pathogen can gather and multiply. That includes on insects, surfaces, in droplets of body fluids, under cabinet handles, and even on or in you.

BREAK IT! Cleaning regularly with disinfectants; frequently wash bedding and clothes at warmest temperature indicated by the manufacturer; adhere to infection prevention and pest management policies.



INFECTION TRANSMISSION PATH

EXIT PORTAL means where the pathogen leaves its home to be transmitted to another place or person. This would be through the nose or mouth through coughing or sneezing, contaminated hands, insects moving from one place to another, or with food.

BREAK IT! Practice good hand and nail hygiene; cover mouth and nose when sneezing or coughing; dispose of tissues immediately; wear a mask; use other personal protective equipment (PPE) such as gloves and eye shields when cleaning; control aerosols and splatter especially when emptying waste baskets and cleaning bathrooms.

Nails should be cleaned regularly, but especially for those who wear long fingernails; use a nail brush and soap to brush nails vigorously on top and underneath. Common colonies found under nails are hepatitis A, norovirus (stomach flu, diarrhea), E. Coli 0157:H7, listeria, MRSA, and salmonella.



MODE is how the pathogen is transmitted.

There are 4 ways:

Direct contact: Handshake, touching contaminated surfaces, droplet spread through sneezing, coughing, and talking nearby.

Indirect contact: Bedding, carried by mosquitos, flies, ticks, fleas and lice.

Inhalation: Carried on suspended particles like dust. Some dried droplets under 5 microns (COVID-19 is .125 microns) can be suspended in the air and, depending on the amount of turbulence, can travel on air currents some distance.

Ingestion: Food, touching contaminated surfaces then touching the face or mouth, sharing drinks and eating utensils, biting fingernails.

BREAK IT! Social distancing; practice good hand and nail hygiene; cover mouth and nose when sneezing or coughing; wear a mask; practice food safety and wear gloves to handle food; practice good cleaning.



INFECTION TRANSMISSION PATH

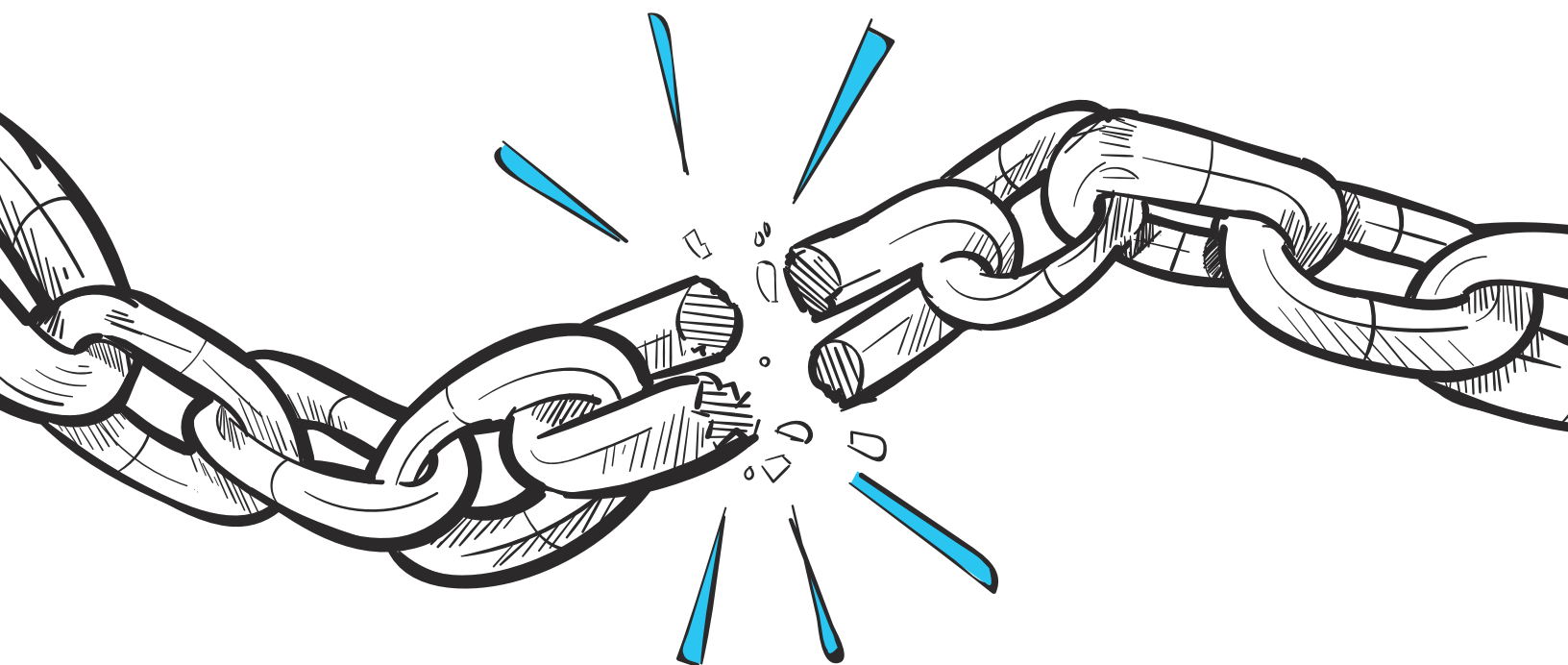
ENTRY PORTAL is the way the infectious agent enters the new host. This could be through a break in the skin, respiratory tract, mouth, mucous membranes such as nose or a splash to the eyes, and blood.

BREAK IT! Social distancing; practice good hand and nail hygiene; do not touch your face; wear a mask; clean food handling surfaces prior to and after handling food; practice good cleaning; keep wounds covered and use an antibiotic ointment.

NEW HOST is you or another person. Whether or not the new host becomes infected depends on the health of that person. Persons with underlying conditions that could weaken their immune systems are more susceptible to infection.

BREAK IT! Keep vaccines up to date! Check with your student health services to make sure you have received all recommended vaccines and within the time recommended.

Get your sleep! Adequate amounts of rest help boost the immune system. Mononucleosis, which is another common illness among college students, is actually the result of the body becoming worn down from lack of sleep, thus making the immune system vulnerable.



BREAK IT TOGETHER!

Look out for each other. Encourage others to practice good hand hygiene, wear PPE, and practice good cleaning. Don't assume that surfaces have been cleaned since last used. Take a moment and clean prior to use just to be sure.

Eliminate environmental irritants such as allergens, odors, excessive dust, and mold. These may not cause a problem for you, but they may impact others and could lead to asthma episodes or severe respiratory inflammation resulting in pneumonia.

These practices are particularly important during a pandemic or even a local outbreak. Observance of the recommended cleaning, food handling, and pest management policies of your house corporation are important to a healthful environment for all of you.

COVID-19 PREVENTION RECOMMENDATIONS

There are a number of simple, common-sense steps that chapters and house corporations can implement to improve the prevention of the transmission of COVID-19 and other potentially-infectious diseases from spreading at chapter activities/events and in the chapter facility to fraternity/sorority members and guests. The following recommendations are key highlights designed to maintain a healthy and safe chapter facility environment and prevention of disease transmission.

Additional Information Legend:

HB = This Guide

SOP 1 = Facility Reopening & Maintenance

SOP 2 = Health Surveillance & Reporting

SOP 3 = Routine & Deep Cleaning

SOP 4 = Isolation & Quarantine Procedures

SOP 5 = Personal Protective Equipment (PPE)

SOP 6 = Resident Involvement

SOP 7 = Selection & Proper Use of Disinfectants

RECOMMENDATION		ADDITIONAL INFORMATION
1	During periods of increased surveillance due to substantial community spread according to local health officials, limit access to the chapter facility to members, alumni volunteers, employees, and restrict open access to anyone not directly affiliated with the fraternity or sorority.	Local Health Officials College/University Health Services
2	If possible, restrict to a single point of entry to facilitate health surveillance and monitoring. Check with local fire code to ensure compliance with emergency egress requirements.	HB Pg. 13,22 SOP 1 Pg. 11
3	Place COVID-19 warning signs/posters on the outside of doors and entryways advising that persons entering the chapter facility do so at their own risk. Include that they must comply with mandatory COVID-19 prevention steps as a condition to enter the chapter facility.	HB Pg. 13 SOP 1 Pg. 11
4	Depending on the flooring and configuration of the entryway, consider placing disinfectant mats at all chapter facility entrances.	HB Pg. 13, 22 SOP 1 Pg. 11
5	Place hand sanitizer stations and extra facemasks at all entrances. Require all people to disinfect their hands immediately upon entry into your chapter facility.	HB Pg. 13 SOP 2 Pg. 4
6	Chapter and/or house corporations should purchase No-Contact Infrared Thermometers (NCITs) and train members on proper use. NCITs should be located at chapter facility screening station(s), including extra batteries.	HB Pg. 13, 23-24 SOP 2 (All)
7	Use NCIT to screen all visitors and non-residential members at the entryway for a temperature of 100.4 °F [38 °C] or greater. Do not record the reading. Develop a screening and entrance policy.	HB Pg. 13, 25 SOP 2 (All)
8	Place sign-in sheet at each entryway and require non-resident members and all visitors to sign-in each time they enter the chapter facility. Maintain all sign-in sheets in a secure location.	HB Pg. 13, 23 SOP 2 Pg. 6
9	Require all outside visitors to wear a mask while in the chapter facility and while attending chapter activities.	HB Pg. 25 SOP 2 Pg. 6

COVID-19 PREVENTION RECOMMENDATIONS

10	Require all visitors to sign the "Assumption of the Risk" waiver forms each time upon entry into the chapter facility.	HB Pg. 11
11	Disinfect all chapter facility common area surfaces daily.	HB Pgs. 26, 34 SOP 3
12	Require chapter members who reside in the chapter facility to follow the cleaning and disinfecting guidelines for their individual rooms as outlined in this manual.	HB Pgs. 34 SOP 3
13	Regularly check ventilation and HVAC systems within the chapter facility, ensure filters are cleaned/replaced regularly, and when possible open windows to allow fresh air circulation and consider installing air purifiers in common areas.	SOP 1
14	Remove magazines, newspapers, pens and other frequently shared items that are not easily disinfected. Potentially-infectious pathogens may be present and transfer from person to person with repeated use.	SOP 1 Pg. 14
15	Widely make use of free CDC downloadable COVID-19 guidance posters (or similar) and display in common areas of the chapter facility where they will serve as reminders to members to engage in safe practices and develop recommended healthy habits.	Visit: bit.ly/2ZnKCSS
16	Restrict and/or stagger the number of people allowed at one time in common areas such as dining rooms, kitchens, bathrooms, TV/game rooms, libraries, common study areas, and chapter rooms to ensure everyone can maintain social distancing guidance (6 feet apart).	SOP 1 Pg. 10
17	Consider replacing standard chapter facility water fountains with no-touch water bottle refilling stations that rely on a sensor to turn on the water.	HB Pg. 46 SOP 1 Pgs. 4, 6
18	Replace reusable dinnerware with disposable plates, utensils, and glasses. Switch from buffet or family self-serve style meal service to staff-served or individual plate serving. Practice social distancing and use floor marking to separate diners when in serving lines. Eliminate use of shared salt and pepper shakers, condiment containers such as ketchup or mustard bottles, milk containers, bulk cereal boxes, and switch to individually packaged serving portions.	HB Pg. 14, 22, 42
19	Chapters and house corporations should purchase adequate stockpiles of disposable masks, disinfectant supplies, hand sanitizer stations refills, garbage bags, regular cleaning supplies, disposable nitrile gloves in various sizes, eye protection for members/employees that clean common areas, kitchen and food service supplies.	HB Pg. 22 SOP 5, 7
20	Chapters and/or house corporations should consider purchasing supplies and pre-emptively assembling dedicated isolation kits to be readily available should a chapter member need to be isolated.	HB Pg. 41 SOP 4 Pg. 4
21	Require all chapter members and visitors to practice social distancing and do not allow events to take place with more than the allowed number of people as mandated by local public health guidance measures	HB Pg. 11 SOP 6 Pg. 5

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COVID-19 PREVENTION RECOMMENDATIONS

22	Consider having chapter members living in the facility take their temperature twice a day and self-report a temperature indicating a fever (exceeding 100.4 ° F). An alternative to the NCIT at the screening station is a temple touch or ear thermometer purchased by the member for <i>personal use only</i> . These are non-invasive and can easily be maintained with the member's personal hygiene tools.	SOP 2 Pg. 8 SOP 6 Pg. 5
23	Educate all members on the importance of following all COVID-19 guidance measures and chapter protocols for themselves and visitors.	SOP 6
24	Select a responsible and respected chapter member to serve as the COVID-19 guidance officer.	
25	Establish a chapter health policy requirement to address when members and employees feel sick, have a temperature or have been known to come into direct contact with persons that have tested positive from COVID-19 to self-quarantine, follow health guidance protocols and advise the chapter's COVID-19 guidance officer accordingly.	HB Pg. 11, 15 SOP 4
26	Provide sick members with information on how to care for themselves and when to seek medical attention.	SOP 4
27	Follow the decision tree flow chart for determining next steps and suggested actions whenever chapter members become ill or show signs of fever, or contract COVID-19.	HB Pg. 15
28	Be aware of HIPA or FERPA privacy protections for member's health information and never publicly announce individual's COVID-19 status or other health issues to others without their permission.	SOP 2 Pg. 7, Links
29	Make sure members with underlying health issues are looked after and strongly encourage them to take appropriate measures to protect themselves and make them aware of any instances where members may be sick, are self-quarantining, or have come into contact with others with COVID-19 symptoms.	SOP 4
30	The chapter, house corporation, and chapter adviser should together develop a written COVID-19 contingency protocol plan that outlines steps that may be taken in the event that a member contracts COVID-19 and must be isolated or quarantined either within or outside the chapter facility.	SOP 1 Pg. 10 SOP 4
31	Please note that customers of James R. Favor & Company will have access to group discount pricing for outside professional disinfection cleaning services from the national network of Service Master Recovery Services.	SOP 3 Pg. 6

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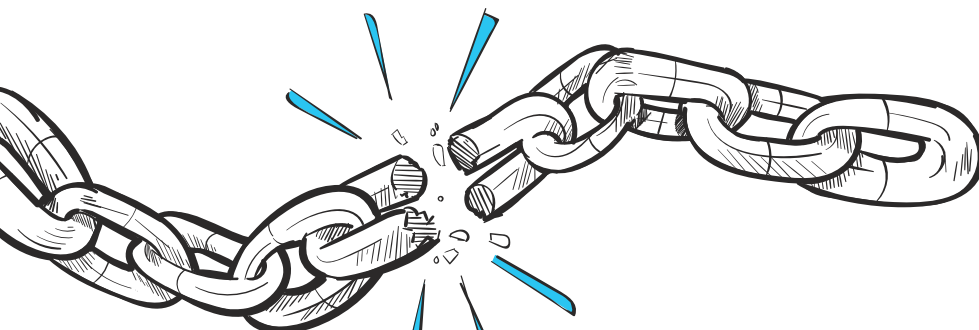
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CONSIDERATIONS AND RECOMMENDATIONS FOR FRATERNITY & SORORITY GROUP ACTIVITIES AND EVENTS

The following recommendations are in addition to all standard risk management policies and event planning recommendations:

PLANNING

- Consult with local health officials about holding the activity or event based on current conditions. Continually communicate with them up to the day of the activity or event to determine if it should be postponed or canceled. Verify event attendance limits for the venue and other rules/guidelines in effect.
- Contact your college/university for the current policy/guidance for holding activities and events. Even if your activity or event is not affiliated with the college/university, the policy/guidance will be useful for planning purposes.
- Consider limiting attendees to members and one guest, and ensure the activity or event is by invitation only (no open events). The size of the activity or event should not exceed college/university and/or local public health official event size limitations.
- Restrict event attendance to adhere to size limitations for the venue established by local health, state, college/university, or federal official guidelines and orders.
- Consider having the activity or event at a third-party venue and, if possible, at an outdoor setting, atrium or LEED healthy building. Use a written contract that specifies that the third-party venue will maintain compliance with public health guidelines.
- Make sure to use risk transfer agreements and obtain proof of insurance of all vendors and obtain additional insured status, waiver of subrogation, and primary and non-contributory status on the certificate of insurance.
- Be sure your activity or event is in alignment with your organization's risk management policies.



COMMUNICATION

Encourage all attendees to wear masks during the activity or event whenever possible. Ask attendees to practice social distancing.

Request that attendees take their temperature prior to attending the activity or event. Encourage attendees with signs and symptoms listed in the Screening Checkpoint Sign, or even those that may be caused by allergies, colds/flu, or stomach ailments, to stay home and get well.

Include information about entry procedures, temperature screenings, and documentation that must be completed prior to entering the activity or event.



SCREENING CHECKPOINT

Enter at your own risk. We cannot guarantee that this is a COVID-19 free activity/event. You are required to sanitize your hands upon entry and may be required to have your temperature taken and wear a mask.

To protect everyone, we are asking all attendees to review the questions below. If you answer "yes" to any of these questions, **please do not enter this facility.**

Have you in the past 14 days:

1. Traveled to one of the known COVID-19 "Hot Spots"?
2. Been in contact with a novel coronavirus (COVID-19) infected person?
3. Experienced the following symptoms in the last 14 days:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea



ENTRY

- If possible, restrict the activity or event to a single point of entry.
- Place hand sanitizer at the entrance and require all entrants to disinfect their hands immediately upon entry into the activity or event. Supply extra masks at the point of entry.
- Set up a screening area to conduct temperature screens. Use a non-contact infrared thermometer (NCIT). Determine the temperature threshold above which constitutes a fever. Consult with local health officials or college/university health services for the threshold for your area. Or, set the threshold in accordance with the CDC definition of 100.4° F.
- Place COVID-19 warning signs/posters/forms at the outside point of entry. Include that attendees must comply with mandatory COVID-19 prevention steps as a condition to enter the activity or event. An example is provided on this page.
- Have a sign-in sheet or attendee list. Ensure you have the person's first and last name, phone number, and email address.
- Have each attendee sign an "Assumption of the Risk" Hold Harmless Agreement.
- Indicate participant waiting spots in 6 foot increments to maintain social distancing and confidentiality.
- Ensure all bands, entertainers, DJ's or other performers or vendors are prescreened, read the health questions, and have their temperatures taken before being allowed to participate in the event. They should also sign the "Assumption of the Risk" Hold Harmless Agreements.

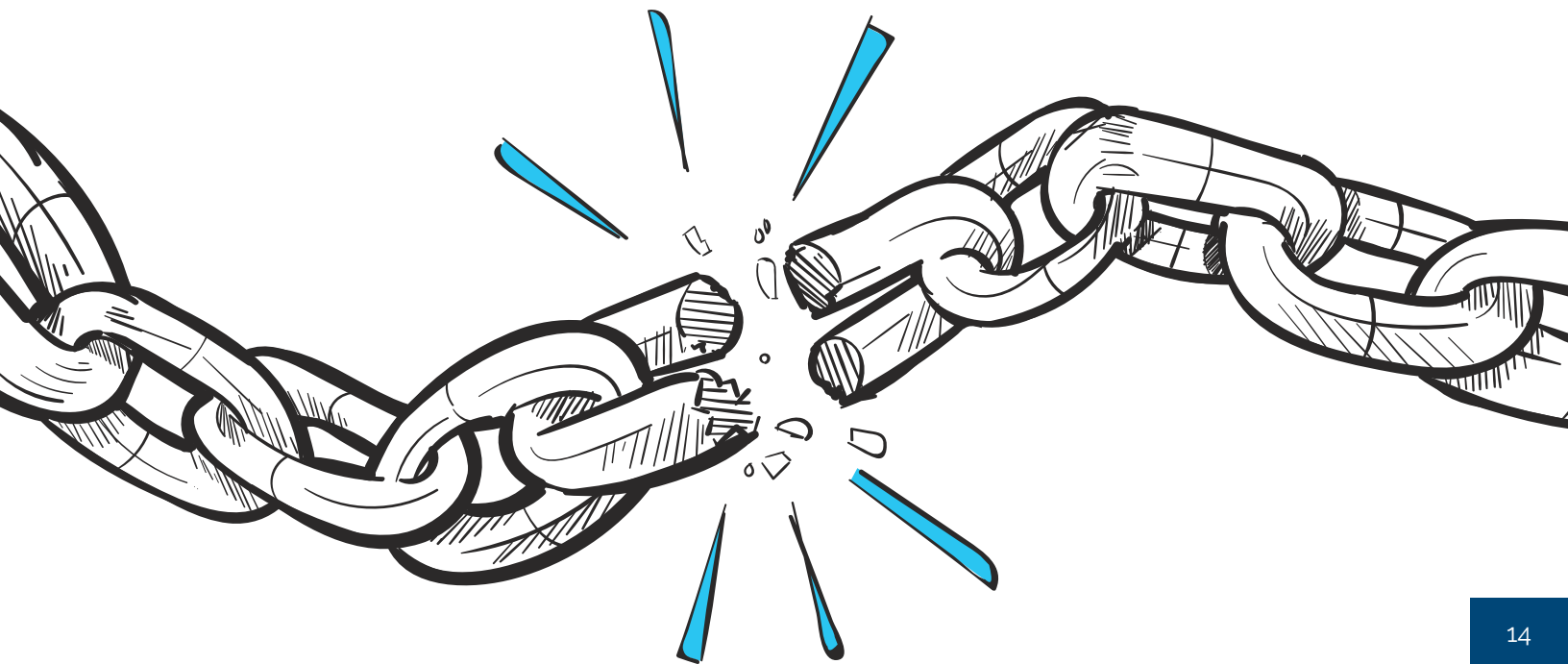


ACTIVITY/EVENT SETUP

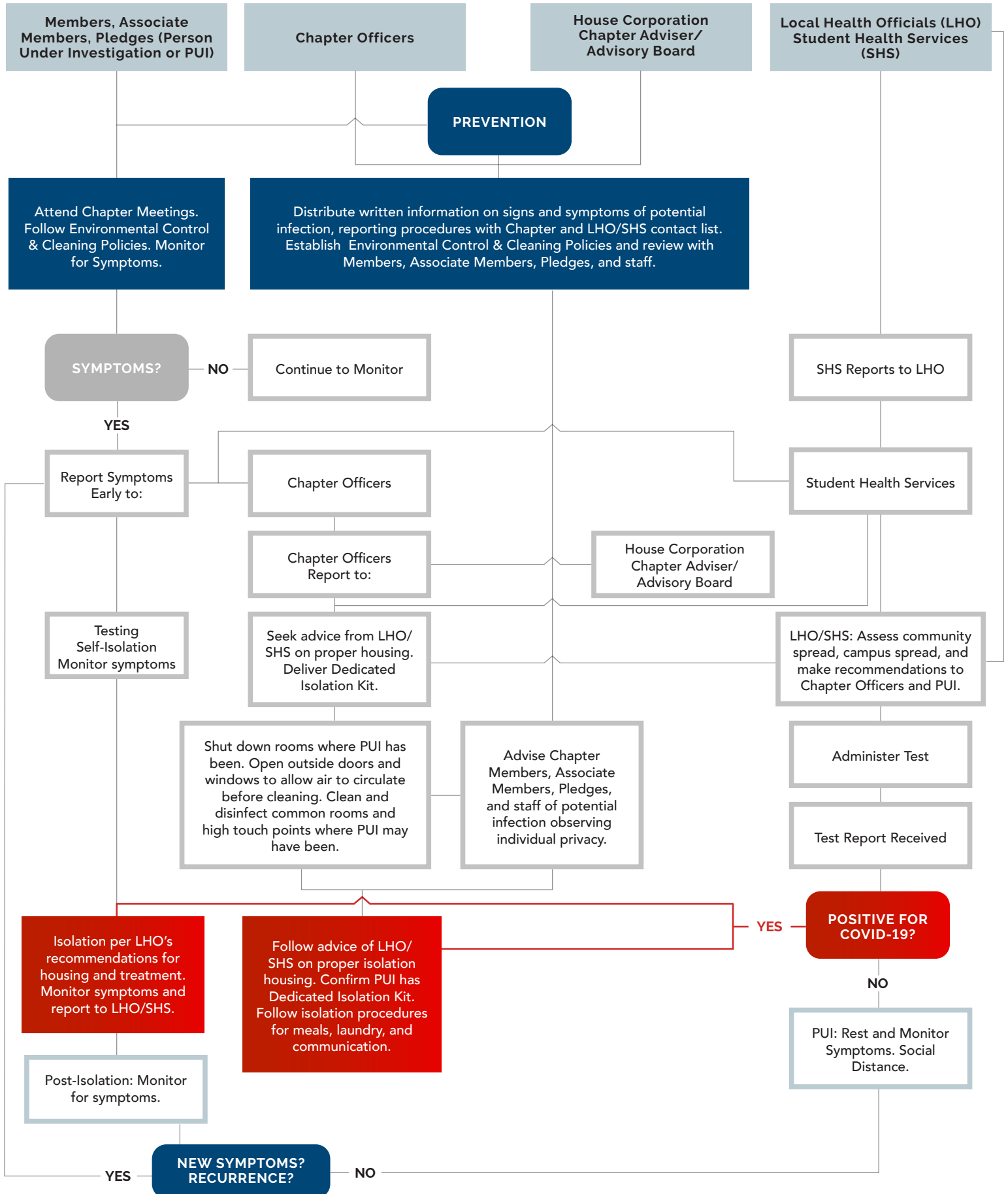
- Have hand sanitizer stations set up and extra masks in all entryways and in different locations throughout the premises. Encourage frequent use.
- Modify space configuration to maintain social distancing.
- Post occupancy limit signage so others know the limits, plan their functions appropriately, and comply for each other's health.
- Ask attendees to download a social distancing app on their cell phones.
- Use painter's tape or stanchions to set up markings on the floor or other methods to ensure individuals remain at least six feet apart.
- Arrange to have waste removed during and immediately following the event. Follow "SOP 3–Routine Housekeeping" for post-event disinfection.

FOOD & BEVERAGE

- No buffet style meals unless the food is served by event kitchen staff.
- Do not allow self-serving.
- All food provided must be in individual servings in separate containers.
- Do not use bulk distribution containers such as soda fountains for beverages. Only individual cans or bottles should be allowed.
- Do not use container snacks. Use only individually-packaged snacks allowed.
- Use disposable plates and utensils.



POTENTIAL INFECTION RESPONSE



SELECTION AND PROPER USE OF PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment or PPE is to be used for social distancing, when required by local health authorities, when in isolation, for cleaning, and when handling food.

FACE PROTECTION

Disposable face masks (surgical masks) protect the mouth and nose from splashes, sprays, dust and some particulates. It is a loose-fitting mask that has ear loops or ties at the back of the head. They are particularly useful in preventing the transmission of the common cold or flu.

A respirator, such as a NIOSH-approved N95 filtering facepiece respirator, is designed to filter out 95% or more of the smallest particles 0.3 microns or larger in size in the air. It provides protection from potential inhalation hazards such as vapors, mists, gases and airborne transmission of infectious materials. N95 respirators are expensive and also in short supply during wide-spread outbreaks. They also have a limited time for use. Priority use of N95 respirators should be given to people at the highest risk of contracting an infection or experience potentially-fatal complications of the infection. N95 respirators must properly fit in order to be effective. See the manufacturer's instructions and training on properly fit testing N95 respirators.

Although not officially considered PPE, layered cloth face masks with a pocket for a PM 2.5 activated charcoal filter may be used for protection against particles such as dust and irritants. They are not intended for use in a room with or around a potentially-infected individual. The guidance is the more layers and addition of a filter, as well as a tighter fit around the nose and mouth, the greater the protection of the wearer and those around them. Wash cloth masks in warm soapy water daily.



***CLOTH MASKS NEED EXTRA LAYERS.
MUST FIT TIGHTLY OVER THE NOSE AND MOUTH.***

Perform hand hygiene before removing your mask. Remove masks by the ear loops and avoid touching the outside of the mask. Dispose of surgical masks. Cloth masks can be laundered for future use. See manufacturer recommendations for possible re-use of N95 masks.

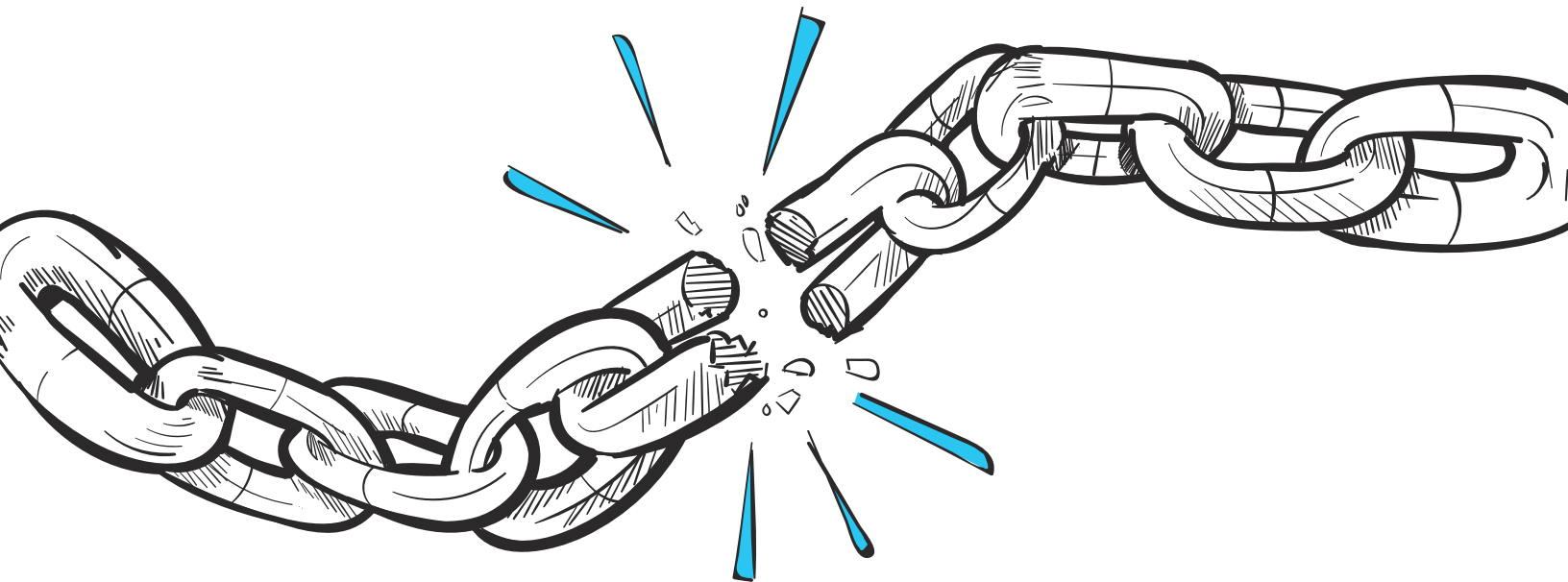
***DISPOSE OF SURGICAL MASKS
IMMEDIATELY AFTER USE.***

EYE PROTECTION such as safety goggles form a protective seal around the eyes, preventing objects or liquids from entering under or around the goggles. This is especially important when working with or around liquids that may splash, spray or mist. Eye protection should be worn by members or employees when they are cleaning the chapter facility's public areas, especially bathrooms, water fountains, or emptying garbage cans.

Reusable eye protection may be cleaned with soap and warm water, then thoroughly sprayed with a disinfectant and allowed to dry.

NOTE: Eyeglasses are not considered PPE and eye shields that fit over glasses should be worn especially when cleaning and using chemical disinfectants.

**EYEGASSES ARE NOT PPE.
USE EYE SHIELDS.**



GLOVES. Disposable **non-latex** gloves must be worn for tasks that can cause hand or skin irritation or absorption of harmful substances. We recommend house corporations and/or chapter advisers purchase gloves (of varying sizes) to have available in chapter facilities and available for use. When purchasing gloves, consider Nitrile gloves which are available from numerous suppliers including Walgreen's, Walmart, and on Amazon. Make sure to get the proper fit. Loose gloves may come off or allow for substances to leak into the gloves around the wrist. Gloves that are too tight may rip or hinder motion.

USE PROPERLY FITTING NITRILE GLOVES

It is important to know that simply wearing gloves will not protect you from coming into contact with contaminants. This is a false sense of security. **Gloves are only effective when properly worn and removed safely.**

PROPER GLOVE DONNING AND DOFFING

Always wash or sanitize hands prior to putting on gloves or "donning."

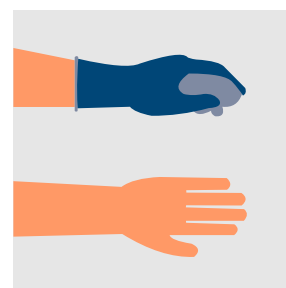
Proper removal of gloves, or "doffing," requires the glove-in-glove technique to ensure that there is no contact with the outside of the gloves which is now potentially contaminated.



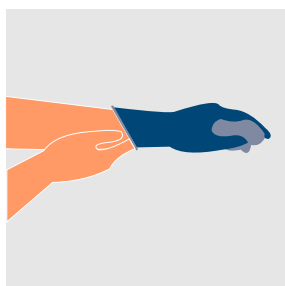
Grasp the outside of the glove at the wrist. Do not touch skin.



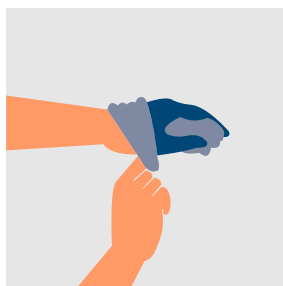
Peel the glove away from your body turning it inside out



Hold the glove you just removed in your gloved hand.



Peel off the second glove by putting your fingers inside the glove at the top of your wrist.



Peel off the second glove away from your body leaving the first glove in the second glove.



Dispose of gloves in lined waste containers. **Immediately wash your hands.**

REOPENING THE CHAPTER HOUSE MAINTENANCE FOR A HEALTHY CHAPTER FACILITY

With any facility that is unoccupied for a while, it is important to assess its health before reopening. With heightened awareness to contact and aerosol transmission, there is a sensitivity to frequently touched objects and indoor air quality in response to COVID-19. This requires looking through a new lens at building systems as they could be pathways for potentially-infectious pathogens.

Appoint an organizer, possibly a Chapter Adviser or Counselor, to form a recovery team for the chapter facility. This team can be informal, formal or be part of a larger campus effort. Highlighted in this guide are opportunities to break the chain of infection by identifying vulnerabilities of the facility and, the systems (heating, cooling, plumbing and electrical) that serve it.

Below is a suggested continuous process that, if incorporated, could lessen or mitigate opportunities for infection, improve chapter life, and may even lessen the chapter's carbon footprint.

CONDUCT A CHAPTER FACILITY TOUR

Suggested items to gather before the tour:

- Face masks
- Gloves
- Camera
- Screwdriver (Phillips & flat blade)
- Adjustable wrench
- Flashlight
- Pen, tablet, and clipboard
- Painter's tape or electrical tape
- Wear clothes that cover skin, closed toe shoes, and head covering
- Safety glasses or shields over prescription glasses

ESTABLISH A RECOVERY TEAM

Appoint a team leader that is supported by several team members to divide work. Consider reaching out to alumni to serve as consultants to supplement and support the process. Appoint an individual to gather past, current, and maintain future, maintenance records, warranties and receipts.

Note: Equipment should be restarted by facility personnel or trained technicians.

TOUR THE CHAPTER FACILITY

Inspect the chapter facility's condition to get "a picture" of the state of its condition. Every space needs to be visited including the outside of the building. Walk the recovery team through the facility looking for issues and recording them with a description, location, and take a photograph.

Note: Consider pre-numbering index cards to place next to an item or area being photographed and add that number to the corresponding description. This will make it easier to match photos with comments

FOCUS ON ISSUES THAT CAN IMPACT HEALTH INCLUDING:

ARE WINDOWS OPERABLE OR NON-OPERABLE? Operable windows are sources of outdoor air but may exceed the cooling and heating capability of the building. Plan to air out the building on a mild day or when the building is unoccupied (e.g., semester breaks).

IDENTIFY WATER FOUNTAINS including each fixture type, model, and service connection. To avoid pathogen transmission from surface contamination, consider disabling water fountains and/or replacing standard water fountains with no-touch water bottle refilling stations.

IDENTIFY PLUMBING LEAKS AND STAGNANT WATER IN APPLIANCES (e.g., dishwashers, refrigerator drip pans). Mold growth can be caused by any condition resulting in excess moisture. Check for leaks from seals where the toilet tank meets the bowl and at the floor to the drain fitting. Leaks that result in water on the floor is a water source for pests.

MAKE NOTE OF HVAC SYSTEM TYPE in the event it needs to be serviced. Identify preventative maintenance activities (e.g., quarter or semi-annual inspections) which have occurred in the past and schedule during future semester breaks. Using the equipment's model and instruction manual, check online for the maximum filter efficiency recommended. Measure the filter for replacement size. Consider upgrading opportunities and energy cost reduction through consultation with your power company.

The EPA recommends maintaining indoor relative humidity between 30% and 60% to reduce mold growth, and ideally between 30% and 50%. This is dependent on geographical location and outdoor air temperature. Contact your local EPA office or indoor air quality experts to determine the proper level.



IDENTIFY LEAKS FROM DEHUMIDIFIERS, CONDENSING COILS AND DRIP PANS IN HVAC SYSTEMS. These lead to mold and respiratory ailments.

- Verify that leaves and debris have not accumulated at outdoor air intakes, gutters, and basement entrances. They can be a source of mold, clog air filters and drains.
- There is potential for mold growth from leaks from pipes, drains and roof in mechanical spaces. Odors, water staining and visual damage serve as clues for identifying issues.
- Noises, smells such as from overheating, and vibrating equipment are telltale signs of bearings, belt and other pending equipment failures. Take action to inform maintenance or contact a service technician to investigate and resolve.
- A musty odor may suggest mold growth. Other signs indicating that mold may exist include discolored spots on walls and floors and noticeable moisture on surfaces. Mold on walls or ceilings requires an industrial hygienist to assess for removal. Discard stacks of paper, cardboard, etc. that could become wet and be a source for mold growth.
- Photograph evidence of pest infestation and document location. Provide to a pest control technician for remediation. Again, remove stacks of papers and cardboard because these can harbor pests.
- Inspect current signage and determine if it is in good condition, requires updating or needs to be replaced. Use plastic signage or laminate signage so that it can be easily cleaned.

PRIORITIZE CORRECTIVE ACTIONS

- Get quotes and estimates for budgeting purposes.
- Contact a plumber to perform maintenance on the water heater, water fountains, and remediate leaks.
- Contact a licensed HVAC technician to perform preventative and routine maintenance. Ensure that technicians use a HEPA filtered vacuum.
- Change HVAC filters and clean humidifiers.
- Consider placement of portable or installation of wall-mounted HEPA filter devices to improve indoor air quality.
- Train chapter members to report failed equipment and, if applicable, their role in maintenance activities (e.g., filter changes and cleaning humidifiers, routine cleaning).
- Consider contracting with a professional pest management company.

**MANY INSECTS CAN
BE CARRIERS OF
HUMAN DISEASE.**



PRIORITIZE COLLECTIVE ACTIONS CONTINUED

- Identify an isolation or sick room to be used in the event of a member becoming ill or potentially-exposed to an infectious disease. The room should be isolated from high-traffic areas, have adequate ventilation, and be near or adjacent to a bathroom. Preferably, the space will have a designated bathroom for the sole use of the chapter member under isolation.
- Consider including in the isolation room the following: True HEPA Air Purifier, UV light for surface decontamination, room humidifier, refrigerator or cooler, and Dedicated Isolation Kit. See the Isolation & Quarantine section for more information.
- Modify space configurations to maintain social distancing (e.g., entry, member rooms) and post occupancy limit signage for meeting rooms and common areas. Reinforce social distancing by setting up the room with cleanable chairs with the maximum number of chairs placed the appropriate distance apart.
- Purchase and distribute throughout the facility touchless sensor or soft-step trashcans.
- Take inventory of cleaning and maintenance supplies, including personal protective equipment, and order additional supplies. See SOP 5–Selection and Proper Use of Personal Protective Equipment and SOP 7–Selection and Effective Use of Disinfectants.
- Replace reusable dinnerware with disposable plates, utensils, and glasses.
- Purchase hand sanitizer that is a minimum of 60% alcohol for hand sanitization stations throughout the chapter facility.

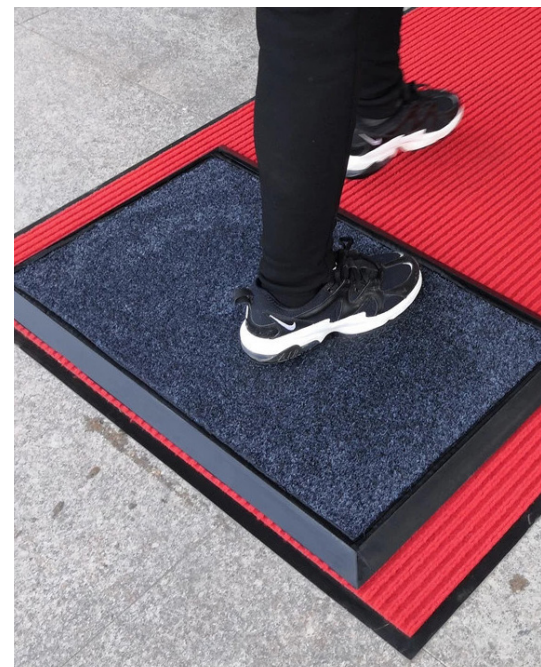
ENTRYWAYS AND VISITOR HEALTH SCREENING

Initiating a health screening process for chapter members, visitors, and guests will further protect chapter membership. Reconfiguring your entryway set up, security, and procedures can mitigate the transmission of a potentially-infectious disease.

If possible, restrict entrance to a single point of access to facilitate surveillance and monitoring. All non-residential guests must sign in upon arriving to the chapter house.

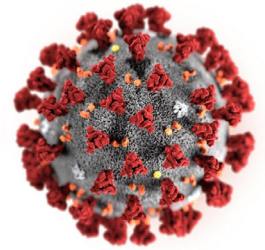
Before locking other points of entry, check with local fire officials to ensure compliance with emergency egress requirements. Consider installing a secure entry system such as card access or an intercom/buzzer system with a magnet door release for visitors and others to announce themselves before gaining entry.

Consider placing disinfectant mats at all exterior entrances.



ENTRYWAYS AND VISITOR HEALTH SCREENING CONTINUED

Post COVID-19 warning signs/posters. Include that they must comply with mandatory COVID-19 prevention steps as a condition to enter the chapter facility. A sample COVID-19 warning sign is provided on page 12.

**RECOMMENDED FACILITY ENTRYWAY NEEDS FOR HEALTH SCREENING**

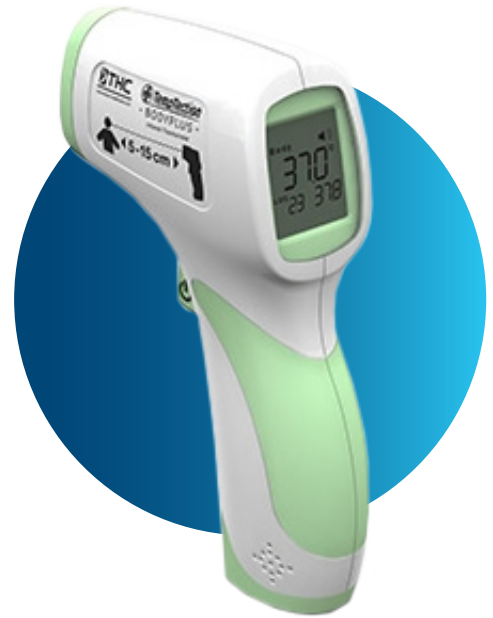
- Place alcohol-based hand sanitizer stations containing at least 60% alcohol at all entryways. Also provide disinfectant wipes.
- Post signage requiring all members, associate members, pledges, visitors, guests, and non-resident members to disinfect their hands prior to entry and health screening.
- Signage explaining steps to administer health screening.
- Use painter's tape on the floor or stanchions to set up lanes to ensure individuals remain at least 6 feet apart during the entry process.
- Depending on space availability, install pegs or hooks spaced 24 inches apart or other accommodation for hanging outerwear prior to entering interior spaces of the chapter facility.
- Touchless sensor or soft-step waste basket.
- Have a table for the sign-in sheet and disinfection supplies.
- Ensure that the screening location does not block building exits or egress in case of an emergency.
- At least two No-Contact Infrared Thermometers (NCITs) with extra batteries. According to the Food and Drug Administration, this is a thermometer that measures an individual's surface temperature without making physical contact.



SELECTING A NO-CONTACT INFRARED THERMOMETER (NCIT)

There are numerous NCITs with various features. Compare the following:

- Accuracy is the most important feature. Manufacturers will provide a range in terms of "±" or "≤."
- Read or report speed is the time needed to complete the reading process.
- Distance required from the forehead to take an accurate reading. This needs to be a comfortable distance to maintain as much distance between the screener and the visitor.
- Some have an alarm or beep when temperatures are out of range. Check to see if the alarm can be turned off or select a model that does not have an alarm to maintain individual privacy.



ENSURE IT IS FDA-APPROVED

An NCIT is best used in a draft-free space and out of direct sun or close to radiant heat sources. If possible, set up the screening area close to the entrance with a barrier between the screener and people being screened. For example, placing desks back to back for the volunteer screener to have distance from the visitor being screened.

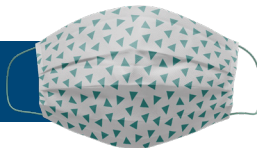
Indicate participant waiting spots in 6-foot increments to maintain social distancing and confidentiality. If possible, provide seating a safe distance from the entrance and screening station for visitors who are awaiting re-screening.

(See also SOP 2–Health Surveillance and Reporting for more information and guidance)

VISITOR HEALTH SCREENING

Health surveillance refers to conducting regular health self-checks for early detection of any potential infection or illness. It also includes screening of others who may visit the chapter facility prior to entry. The following are practices and procedures for conducting a visitor health screening.

FACE MASKS ARE REQUIRED!



Both screeners and individuals being screened are required to wear face masks during screening. All outside visitors are required to wear a mask while in the chapter facility and while attending chapter activities. Masks help reduce the spread of droplets from infected persons to become airborne and from being transmitted to surfaces within the chapter facility that can be passed on to other persons.

The forehead should be clean and dry and not blocked with anything such as a head cover (e.g. hat, bandana). Keep in mind that the individual's body temperature at the forehead can be increased or decreased by wearing excessive clothing or a head cover, or by using facial cleansing products (e.g. cosmetic wipes). Body temperature can also be affected by the outside temperature or rigorous activity like jogging.

Disinfect and wipe down the NCIT per the manufacturer's instructions before and after each use.

Strictly follow the manufacturer's guidelines and instructions for using the NCIT. The guidelines and instructions should be with the NCIT at the screening desk.

TYPICAL INSTRUCTIONS FOR USE OF THE NCIT

1. Hold the NCIT sensing area perpendicular to the forehead at the proper distance and instruct the person to remain still during the screening.
2. The distance between the NCIT and forehead is specific to each NCIT.
3. Do not touch the sensing area of the NCIT and keep it clean and dry.

Check the reading and show the reading to the person being screened. Do not announce the reading to protect the person's privacy. If the person wants to discuss the reading, caution them to do so very quietly so others cannot overhear.

Do **not** write down the reading. Only share it with the person being screened.

Consult the health screening plan regarding re-screening and discussion with the visitor regarding entrance to the facility.



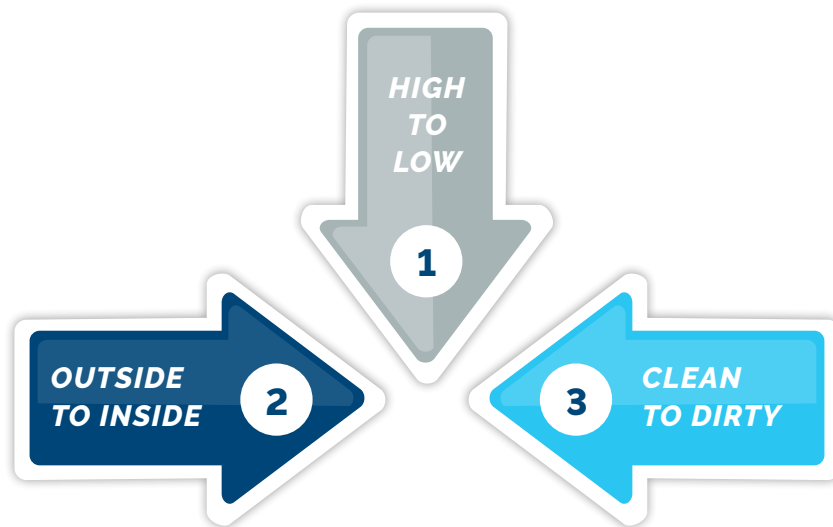
Be aware of HIPAA or FERPA privacy protections for members' health information and never publicly reveal an individual's COVID-19 status or other health issues to others without their permission.

DEEP CLEANING SUGGESTIONS BETWEEN SEMESTERS

Customers of James R. Favor & Company have access to group discount pricing for outside professional disinfection and deep cleaning services from the national network of Service Master Recovery Services. For deep cleaning between semesters, chapters/house corporations may wish to utilize outside professional cleaning services. Service Master Recovery Management is one of many national and local companies with COVID-19 disinfection capabilities for college based fraternal organization chapter facilities.

Deep cleaning is best performed going from high-to-low (ceiling-to-floor), then outside-to-inside (walls to center), then surface cleaning clean-to-dirty (end of counter to sink).

CLEANING BASICS



Prepare for cleaning the same as for routine cleaning. In addition, prepare a spray bottle with a solution of 1:1 white vinegar to warm water. Label the spray bottle "Vinegar Cleaning Solution." Also have numerous lint-free cleaning cloths that can be laundered or Handi Wipes or similar multi-use reusable cloths.

ALWAYS WEAR PPE.



DEEP CLEANING SUGGESTED BETWEEN SEMESTERS CONTINUED

Notify any occupants remaining of the cleaning schedule. Include a warning for any cleaning procedures that may cause harmful fumes or require shutting down the HVAC.

IN ADDITION TO ROUTINE CLEANING FOR EACH ROOM:

- Check the ceilings for cobwebs and dust. For non-textured ceilings, a soft-bristled broom can be used to sweep the dust and cobwebs to the floor. For textured ceilings like popcorn ceilings, a vacuum with a long hose and the widest brush attachment is best.
- Move furniture away from walls and windows.
- Sweep baseboards with a broom to remove loose dirt and debris. Vacuum the crevice between the carpet and the baseboard before cleaning walls and baseboards.
- Remove drapes, if any. Send them out for professional cleaning. Using the vinegar solution spray and cloth, clean the tops then sides of window casings. Spray and wipe both sides of the blinds. Then clean the window sill, under the sill, and window tracks, vacuuming the tracks if necessary.
- Inspect for evidence of pests, including rodent droppings. If there is evidence, photograph and document the areas before cleaning, and report findings to the Chapter House Director for pest control remediation.
- Sometimes walls will have “drips” caused by condensation mixed with dust or other particles. There may also be debris or food spills that were previously unnoticed. Cleaning walls may also return paint to its original color and could remove odors. Although there are multi-purpose cleaners that are safe for paint, dishwashing soap in clean water is usually sufficient. Put 2-3 drops of dishwashing soap in a standard mop bucket and fill 3/4 full with warm tap water. Clean obvious dirt, marks and debris first. Use a sponge mop with a long handle to avoid using ladders or stepstools and clean from top to bottom.
- Dust all surfaces from top to bottom per routine cleaning. In addition, remove books and other objects from shelves. Inspect for evidence of pests and report any evidence. Damp dust the back, sides, then bottom of each shelf. Damp dust books and objects before returning to the shelf.



WHEN DUSTING OR CLEANING OVERHEAD SURFACES, ALWAYS DUST OR CLEAN AWAY FROM YOUR FACE TO LIMIT THE AMOUNT OF DUST AND PARTICLES THAT MAY FALL ON YOU.

IN ADDITION TO ROUTINE CLEANING FOR EACH ROOM CONTINUED:

- Vacuum furniture, rugs and carpet with a HEPA filtered vacuum. Inspect for stains, frayed seems and other wear and tear, document and photograph, and report to the Chapter House Director.
- Thoroughly clean the kitchen as per routine cleaning before beginning of break time. Remove all food from pantries, the refrigerator and freezer that will expire and fresh food that will decompose resulting in microbial growth. Launder all kitchen rags and ensure they are dry before putting away. Ventilate the room while cleaning the oven and under the stove top with low fume oven cleaner. Make sure all dishes are cleaned, removed from the dishwasher, dried and put away.
- Inspect bathroom and kitchen sinks, and other drains for evidence of slow drainage. This could indicate a clog such as food or buildup of grease or other matter containing bacteria. Materials in drains can attract pests during periods of low or now use. Use drain cleaner to clear drains.
- Perform a final walk through to ensure that all refuse has been removed, including from bedrooms, and that there is no laundry left in washers that has not been dried and put away.



SELF-CARE DURING PANDEMICS

It is important to calmly pause and consider your personal situation and how you feel. Taking care of yourself is important. Here are some tips to take care of yourself:

PHYSICAL HEALTH

- Eat a healthy, well-balanced diet and drink plenty of water.
- Get at least seven to eight hours of sleep each night.
- Exercise daily, including outside activities while following social distancing guidelines.
- When studying or focusing for long periods of time, take breaks to stand and take a breath. This increases oxygen to the brain and increases mental ability.
- Consider engaging in meditation, yoga, and other stress-reducing therapies that teach focus on the timing and pace of your breath. This can have positive effects on your body and mind. Several brain regions linked to emotion, attention and body awareness are activated when we pay attention to our breath.
- Avoid risky or destructive behaviors such as abusing alcohol or drugs.
- Observe public health guidelines.



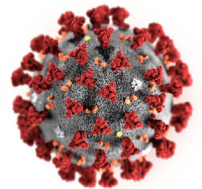
SELF-CARE DURING PANDEMICS CONTINUED

If you should experience any of the feelings listed below and they become persistent to the point that they interfere with your studies, daily routines and normal functioning, contact your campus health center or medical provider for help and guidance:

- Trouble focusing on daily activities
- Anxiety that turns into feelings of being out of control
- Strong feelings that interfere with daily activities
- Having emotions that become difficult to manage
- Feelings of hopelessness or helplessness

According to CDC, people with COVID-19 have had a wide range of symptoms reported - ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:



- | | |
|---|------------------------------|
| • Fever or chills | • New loss of taste or smell |
| • Cough | • Sore throat |
| • Shortness of breath or difficulty breathing | • Congestion or runny nose |
| • Fatigue | • Nausea or vomiting |
| • Muscle or body aches | • Diarrhea |
| • Headache | |

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

Note: If you or another member have an emergency warning sign that is severe or concerning to you (e.g., new confusion, trouble breathing, persistent pain or pressure in the chest, inability to wake or stay awake, bluish lips or face), summon emergency health care immediately by calling 911.

BUILDING YOUR MENTAL HEALTH WELL-BEING

Learning to live with the new norms as a result of the COVID-19 pandemic is calling on all of us to make unanticipated adjustments. It can become especially overwhelming when you are dealing with long study hours, fulfilling fraternity or sorority obligations, work and caring for yourself.

It is important to be aware of your personal situation and how you feel physically and emotionally. Below are five truths to guide you in maintaining your mental health during these trying times.

1

YOU ARE VALUABLE TO YOUR FRATERNITY/SORORITY. YOUR WELL-BEING AND CHARACTER TRULY COUNT.

- Focus on what makes you stronger. Above all, show respect for others.
- Keep up consistent exercise and sleep schedules, while making healthy food decisions with snacks and meals.
- When consuming online media content or watching your favorite streaming service, stick with positive and/or inspiring subject matter.
- Choose to spend time with chapter members and friends who share your healthy and positive life skills.
- Set a good example for your fraternity brothers/sorority sisters by strengthening your individual physical and psychological resilience to the challenges of daily life.



BUILDING YOUR MENTAL HEALTH WELL-BEING CONTINUED**2****BE A LEADER, NOT A FOLLOWER**

- Not everyone will make safe choices for themselves or others. You make the choice that is safest for you.
- Safeguard your personal health by wearing a face mask outside your campus residence.
- Be sensible in maintaining safe distancing including among your chapter members.
- Frequently wash your hands. You are protecting others, especially those who may not be as healthy as you.
- Be cautious at events that have a high-risk for getting out of hand, especially when excessive alcohol consumption is a possibility.
- Everyone makes mistakes, but it is important to learn from them.

3**MAINTAIN FLEXIBLE AND REALISTIC EXPECTATIONS FOR YOURSELF AND OTHERS**

- Expect changes with your academic, fraternal, professional, and personal plans. Make the decision to be open and flexible to temporary changes and adjustments.
- To maximize your readiness for the unexpected, develop realistic contingency plans "just in case."
- Exchange ideas with chapter members and close friends to provide mutual support and shared perspectives.
- Also, be "that friend" those important to you can count on.



BUILDING YOUR MENTAL HEALTH WELL-BEING CONTINUED

4**REACH OUT FOR SUPPORT WHEN AND WHERE YOU NEED TO**

- Be open to reaching out for support and guidance when you are in need. You have a ready connection with your fraternity brothers, sorority sisters, and Chapter Advisers.
 - For times when you need more help, accessing professional guidance with the medical and mental health providers at your college or university or clergy is the best course of action.
-

5**BETTER TIMES ARE AHEAD — THE OUTLOOK FOR THE FUTURE IS BRIGHT**

- The experiences you acquire during challenging times will be yours “for life”.
- Your ability to confidently navigate unexpected events will be a positive influence on your fraternity brothers or sorority sisters.
- Together you can help one another prepare to successfully deal with life’s surprises.

RESOURCES***Student Health Services***

Medical and mental health support services provided by your college or university.

National Suicide Prevention Hotline
800-273-8255

Trevor Project (LGBTQ)
866-488-7386

Veteran’s Crisis Line
800-273-8255

Coronavirus Crisis Counseling Hotline
800-985-5990

ENVIRONMENTAL CONTROL & CLEANING

Do you realize that you breathe your deepest in your sleep?

That is why the air where you sleep needs to be the purist air, free from irritants and allergens, and particulates that may carry potentially-infectious pathogens like viruses. Irritants can disturb your sleep and others around you can be deprived of much-needed rest. Also, lack of enough sleep or quality sleep can affect your immune system. It can also affect how fast you recover if you do get sick.



Prior to going to bed, make sure you have washed your hands. If you think it is hard to keep your hands away from your face when you are awake, imagine what happens in your sleep. Be sure to put your dirty clothes away in a hamper or far away from where you sleep. Leave your shoes at the door or put them in the closet. You have been outside and may have come into contact with contaminated surfaces, pollens, and other particulates that you will breathe in while you sleep.

HERE ARE SOME WAYS TO IMPROVE YOUR ROOM HEALTH AS WELL AS THE ENVIRONMENTAL HEALTH OF YOUR CHAPTER FACILITY.

INDIVIDUAL CHAPTER ROOM CLEANING SCHEDULE

At least once a week:

- Launder bedding and towels at the warmest temperature indicated by the manufacturer.
- Spray laundry basket with disinfectant, first the inside and then on the outside. Let dry.
- Mop or use a Swiffer Wet Jet or similar product on vinyl and wood floors.
- Vacuum carpets, rugs, and upholstery. Only use a HEPA filtered vacuum cleaner. Other types of vacuums can create a significant amount of dust which can be breathed in and may carry infectious pathogens. If vacuum bag or compartment is over half full, empty before vacuuming.
- Dust with cloth dampened either with dusting spray or other pre-moistened cloth or Swiffer.
- Wet dust ceiling fans and floor fan blades often during times of peak use.



CLEANING PREPARATION

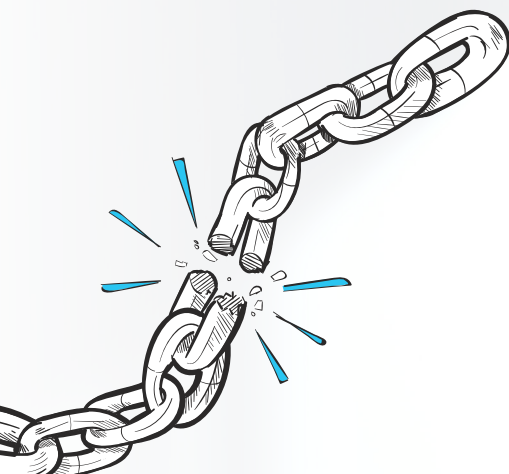
Wash your hands before putting on any PPE. If you are going to be cleaning with a disinfectant or other chemical, at a minimum wear non-latex gloves and eye protection like goggles or eye shields. Gather other supplies you will need like sponges, dust cloth and spray (never dust furniture with a dry cloth or feather duster), and spray disinfectant. There should be supplies of these readily and easily available that you can keep on hand in your room.



Also, make sure there is adequate room ventilation like opening a window while you are cleaning with any chemical including bleach. Do not run floor or desk fans during cleaning. If there is a bathroom exhaust fan, turn it on during cleaning. Consider using disinfectant wipes in areas where persons with respiratory illnesses such as asthma may be during or immediately after cleaning.

Move objects and remove obvious debris that can be placed in the wastebasket.

WASTE BASKETS REQUIRE PLASTIC LINER WITH TIES. TIE TOP BEFORE REMOVING. SPRAY OUTSIDE WITH DISINFECTANT. IF DEBRIS IS PRESENT ON OUTSIDE OF BAG, PUT IN ANOTHER BAG, TIE, AND SPRAY.



UNDERSTANDING THE DISINFECTANT

Four things to consider when selecting a disinfectant:

- 1 A REALISTIC KILL OR DWELL TIME.** EPA and manufacturers also call this “contact time.” This is the time that the disinfectant is visibly wet and remains in contact with the surface. Disinfectants with a long contact time may dry before the end of the dwell time, so it has to be reapplied before it dries. Not many people will do that, so it is best to select a disinfectant with a short contact time.
- 2 COMPATIBILITY WITH MATERIALS, FURNISHINGS AND EQUIPMENT.** Some disinfectants may not be appropriate for soft, porous surfaces, may stain or damage material, and may be corrosive to some equipment. Also, some disinfectants require the surface to be rinsed after disinfection before food can touch the surface. Check to see the limitations and make sure that it is appropriate for the intended use.
- 3 COMPATIBLE WITH CLEANING TOOLS.** Some disinfectants require special cloths or sprays in order to ensure the efficacy of the disinfectant. Check the instructions for use on the disinfectant or the manufacturer’s website to ensure compatibility.
- 4 IS SAFE AND MINIMIZES VAPORS AND ODORS.** Some disinfectants can irritate eyes, respiratory tracts or skin if touched. Although it is always recommended to wear PPE like gloves, face mask, and eye protection when cleaning and disinfecting, check the manufacturer’s instructions for specific requirements. Ventilation is also important particularly with spray cleaners. For areas that may be occupied by someone with asthma or other respiratory illness either during or shortly after disinfection, consider selecting a disinfectant wipe appropriate for the surfaces.

A recently published research letter in the American Journal of Infection Control¹, says that “[V]iruses like **SARS-CoV-2 are some of the most vulnerable pathogens to the microbicidal agents in many detergents and cleaning solutions, including soaps for personal care and liquid hand washes.**” A disinfectant that kills bacteria and viruses such as the norovirus designed for home use should be sufficient. Shop for disinfectants with labels that read “Kills 99.9% of bacteria and viruses.”



¹[https://www.ajicjournal.org/article/S0196-6553\(20\)30313-8/fulltext](https://www.ajicjournal.org/article/S0196-6553(20)30313-8/fulltext)

UNDERSTANDING THE DISINFECTANT CONTINUED

Disinfectant products can be looked up by name or EPA registration number (usually found on the lower left of back label) on the EPA List N Tool: COVID-19 Disinfectant, <https://cfpub.epa.gov/giwiz/disinfectants/index.cfm>. This is a list of products reviewed by the EPA and approved as effective against COVID-19 when properly used. On the main page, select "Use Site" and then "Residential," then scroll down to view the table. This table has filters in the header row to sort your search. If you are searching for disinfectants, it is recommended to start with looking for products that have a short Contact Time, are either Wipes or Ready-to-Use, and are not "Food Contact Post-Rinse Required."

EPA REGISTRATION #	ACTIVE INGREDIENTS	PRODUCT NAME	COMPANY	FOLLOW THE DISINFECTION DIRECTIONS AND PREPARATION FOR THE FOLLOWING VIRUS	CONTACT TIME (MINUTES)	FORMULATION TYPE	SURFACE TYPE	USE SITE	EMERGING VIRAL PATHOGEN CLAIM?
5813-58	Quaternary ammonium	Spruce-ups	The Clorox Company	Rotavirus	0.25	Wipe	Hard Nonporous (HN)	Institutional; Residential	Yes
10492-5	Quaternary ammonium; Isopropanol (Isopropyl alcohol)	DisCide Ultra Disinfecting Spray	Palmero Healthcare LLC	Human coronavirus	0.5	Ready-to-use	Hard Nonporous (HN)	Healthcare; Institutional; Residential	No
37549-2	Sodium hypochlorite	Micro-kill Bleach Solution	Medline Industries Inc	Norovirus	0.5	Ready-to-use	Hard Nonporous (HN); Food Contact Post-Rinse Required (FCR)	Healthcare; Institutional; Residential	Yes

Manufacturers like Clorox and Lysol will list the uses of their products including the kill time to be effective against COVID-19 on their website, such as Clorox Clean Up Cleaner with Bleach. Other products like DisCide Ultra Disinfecting Spray and Towelettes are only available through distributors. Diversey™ Oxivir® 1 Ultra Disinfecting Spray and Towelettes utilize a patented cleaning blend called Accelerated Hydrogen Peroxide® (AHP®) which cleans efficiently (kill time less than 1 minute) and is safe to use and for the environment. These products are only available through distributors and are in high demand. To read more about this product: <http://solutionsdesignedforhealthcare.com/solutions/products/disinfectants/technologies/accelerated-hydrogen-peroxide%C2%AE>.

If surfaces are dirty, use a damp wipe to remove dirt and debris prior to disinfection. This ensures that the disinfectant is working on the entire surface.

Read the directions for proper use of the disinfectant. Check that the product is not past its expiration date. Follow manufacturer's instructions for proper and emergency response if it comes into contact with eyes, skin or clothes.

KILL OR DWELL TIME IS THE AMOUNT OF TIME A DISINFECTANT NEEDS TO SIT VISIBLY WET ON THE SURFACE IN ORDER TO BE EFFECTIVE.

UNDERSTANDING THE DISINFECTANT (CONTINUED)

Cleaning should be from the cleanest to dirtiest areas. For example: (a) spray bathroom counters farthest away first and wipe towards the sink. (b) Then clean around the faucet and handles, sides of the basin and work your way down to the drain as the drain is the most contaminated area.

Wipe from clean to dirty turning or folding the towel or cloth to use a clean side with each wipe. A circle motion just spreads the bacteria around on the surface and redeposits it in the clean area.

**ROOM ENVIRONMENT**

Consider using mattress and pillow encasements or antimicrobial bedding to protect against dust mites and other allergens. Select ones that are not vinyl and can be laundered.

If at all possible, do not use cardboard boxes, especially used boxes, to move. You don't know where these boxes have been stored or what they were used for. These are also a favorite home and breeding ground for pests like cockroaches and silver fish. Do not store cardboard boxes in your room or in any other area in the chapter facility. They cannot be disinfected or dusted. Take them outside to the recycling bin to break them down. Use plastic bins with snap lids for storage.

Consider a portable HEPA air filter for your nightstand. There are many varieties with numerous features. Look for a high-performance composite HEPA air filter. These filters capture 99.97% of allergens as small as 0.3 microns, pollens, mold, and fungi particles. The addition of an activated carbon filter will also trap odors and gases to keep your room smelling fresh.



SHARED BATHROOMS

Keep your toiletries, accessories, and hygiene tools such as toothbrushes in a closed case or caddy. Aerosols and droplets containing potentially infectious pathogens or bacteria may be released by someone else and land on exposed items. Store in your room in a secure and clean area.

Do not share towels, washcloths, shampoo, soap, toothpaste, deodorant, or other personal hygiene materials. In addition to laundering your towels, it is a good idea to take your towel and washcloth with you to your room and hang to dry. This will prevent accidental use by someone else or aerosols and droplets landing on your towel or washcloth.



WHAT IS AN INCUBATION PERIOD?

The incubation period is the number of days between when you are infected with something and when you might see symptoms. Health care professionals and government officials use this number to decide how long people need to stay away from others during an outbreak. It is different for every condition and you should seek advice of local health officials and/or student health services.

If you've been around someone who has the coronavirus that causes COVID-19, you are at risk, too. That means you need to stay secluded until you know you are in the clear. Health professionals call this self-isolation. But when will you know whether you have the disease? The answer depends on the incubation period. For COVID-19, on average symptoms showed up in the newly-infected person about 5 days after contact. Most people with symptoms had them by day 12. These are early findings.

More common are colds or the flu. According to the Centers for Disease Control and Prevention Trusted Source, adults have an average of 2 to 3 colds per year. The incubation period of a cold is typically between 1 and 3 days after exposure. The incubation period of the flu is usually between 1 and 4 days.

Self-monitoring may be required. Contact your college/university health services to learn if they have a health self-screening plan in place. Members may be asked to take their temperature twice a day and self-report if the temperature indicates a fever. See SOP 2–Health Surveillance and Reporting for more information.

COVID-19 SYMPTOMS COMPARISON CHART

SYMPTOMS	CORONAVIRUS <i>Symptoms range from mild to severe</i>	COLD <i>Gradual onset of symptoms</i>	FLU <i>Abrupt onset of symptoms</i>
Fever	Common	Rare	Common
Fatigue	Sometimes	Sometimes	Common
Cough	Common <i>(usually dry)</i>	Mild	Common <i>(usually dry)</i>
Sneezing	No	Common	No
Aches & Pains	Sometimes	Common	Common
Runny or Stuffy Nose	Rare	Common	Sometimes
Sore Throat	Sometimes	Common	Sometimes
Diarrhea	Rare	No	Sometimes for Children
Headaches	Sometimes	Rare	Common
Shortness of Breath	Sometimes	No	No

Source: World Health Organization, Centers for Disease Control and Prevention

ISOLATION & QUARANTINE

CDC has written guidance to separate people infected with a potentially-infectious pathogen (e.g., virus, bacteria) from people who are not infected. This includes persons under investigation (PUI) who may have been exposed or are exhibiting minor symptoms and are required to self-isolate and monitor for worsening symptoms until test results are received. It is recommended that your chapter facility either designate an area for quarantine or make other arrangements for members and/or roommates to temporarily relocate so that the PUI is isolated.

***ALWAYS SEEK ADVICE OF LOCAL HEALTH OFFICIALS
AND STUDENT HEALTH SERVICES.***

If there is no available room outside of the chapter facility for isolation, the house corporation and/or chapter advisers will seek advice and approval of local health officials on designating an area for isolation. In addition, all areas used by the PUI prior to isolation will be closed off for thorough cleaning and disinfection, including high-touch surfaces.

ISOLATION ROOM REQUIREMENTS

To minimize the necessity for exiting the isolation area, the person in isolation should have all of their toiletries, sufficient clothing, and extra bedding and towels. The person should also have all medications and hygiene tools such as toothbrushes and grooming supplies. A dedicated isolation kit should be assembled and maintained at all times and available to be delivered to the room without delay.

DEDICATED ISOLATION KIT:

- Masks, gloves, eye shields
- Spray disinfectant and disinfectant wipes
- Disposable cloths
- HEPA Air Purification Filter and ultraviolet (UV-C) light for air purification
- Wastebasket and wastebasket liners and ties
- Small room portable water humidifier
- Emesis bags (disposable vomit bags)
- No-contact infrared temperature readers (NCITs) or ThermoScan thermometer with alcohol wipes for cleaning before and after use
- Extra paper products including tissues and paper towels
- Toilet cleaning brush and cleaner
- Two-way radio ("walkie talkie") for in-facility communication and/or cell phone with Emergency SOS feature active in "Settings"
- Oxygen saturation monitor
- Door sign: "Isolation – Do Not Enter"

FOOD & DRINK

If the room does not have a refrigerator, a cooler can be provided that has been disinfected inside and out. Ice in plastic bags can be provided as needed. Dispose of empty bags in a lined waste can.

Meals and beverages should be placed at the isolation room door on a tray for no-contact delivery. The person under investigation should first put on a mask before opening the door to pick up the tray. It is preferable that meals are served with disposable utensils, plates, and glasses. When finished with the tray, put on gloves and mask, spray with disinfectant and allow to dwell for the recommended time (at least 30 seconds), then wash with soap and warm water. Place in the hall.



AIR QUALITY

To assist with air filtration, a portable True HEPA air purifier may be provided to you. There are many varieties with numerous features. These filters capture 99.97% of allergens as small as 0.3 microns, pollen, mold and fungi particles. Running the bathroom fan often and for as long as can be tolerated also helps to purify the air before being recirculated.

Your house corporation may also provide an ultraviolet (UV-C) light for air purification. If so, and you are the person in isolation, request an ultraviolet light and read the instructions carefully. Maintain the specified distance and watch the time recommended by the manufacturer.

It may also be helpful to add a room humidifier. Temporarily increasing humidity to 45%-60% “weighs down” certain particles in the air, including viruses, making them fall to the ground for easy and sanitary cleaning. The dryer the air, the more a virus can freely circulate.

Levels of pollutants indoors may be 2 to 5 times higher than outdoors according to the EPA. If possible and if it is temperate outside, allow for some periods with an open window as long as it is at least 6 feet away from foot traffic or where others may sit or congregate.

LAUNDRY

Wear a mask when removing bedding and avoid creating turbulence like shaking the sheets. Fold then roll sheets into a ball and place in a trash bag with ties, spray the outside of the bag with disinfectant, then place in a laundry basket or washable laundry bag for pick up. Hopefully another member without illness can wash the isolated member's laundry if needed. The same for clothing and towels. Do not place laundry in the hallway for pick up. Wait for someone to let you know they are there to pick up and take to the laundry. Clothing and bedding from isolation can be laundered with other non-isolation items as long as it is washed at the highest temperature recommended by the manufacturer.



POST-ISOLATION

Once you have been released from isolation, close off the room and open outside windows and doors to allow air circulation prior to cleaning and disinfection. Consult local health officials regarding the length of time needed to leave the room closed off as that may change depending on the outside temperature.

Remove and launder bedding, clothing, and towels per the procedure noted in the laundry section above. Remove waste including bagging leftover food and drink, disposable utensils, plates and glasses even if unused. Tie the top of the waste bags first. Spray the outside of the bag with disinfectant. Properly remove and dispose of trash from the room.



**SEE ENVIRONMENTAL CONTROL
AND CLEANING IN THIS GUIDE FOR
CLEANING & DISINFECTING**

FOOD & DRINK

You may have dedicated kitchen staff in your chapter house who prepare your meals and are responsible for cleaning the kitchen. Their duties are outlined and covered by local health authorities. However, you still have a responsibility to keep the kitchen clean if you enter to make your own meal or late-night snack and not cross-contaminate food in the refrigerator. Follow these simple rules and you and your friends should stay free from foodborne illness as a result of ingesting bacteria or other germs.

IF YOU DON'T FEEL WELL, STAY AWAY. Even if you are wearing a mask and use gloves, there is still the potential to spread whatever is affecting you. If you are not feeling well, ask someone else to bring a tray of food to your door. If you order out, ask someone to accept the delivery for you and leave it at your door.

CLEAN & DISINFECT BEFORE AND AFTER COOKING

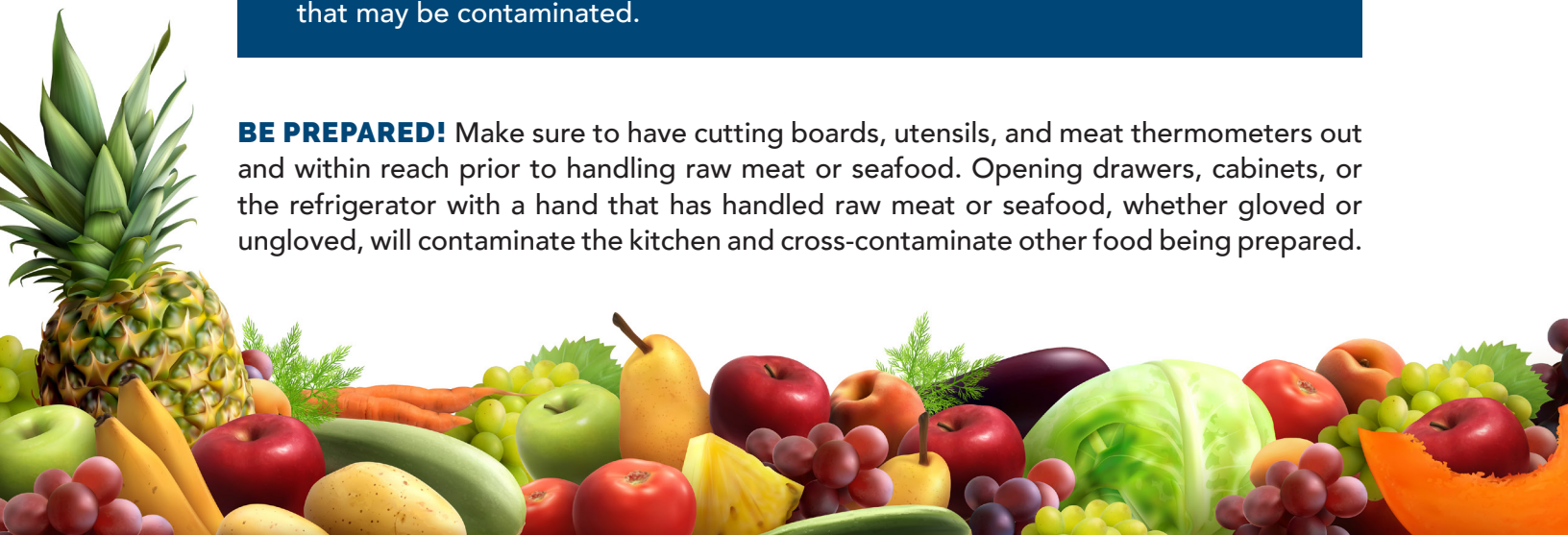
- 1** Remove small equipment and cooking tools; clean separately.
- 2** Remove dirt, debris and food particles on surfaces first (including countertops, knobs, chairs, and tables).
- 3** Wash the area with water.
- 4** Clean-to-Dirty. Use a disinfectant spray from cleanest area to the dirtiest area. (Start at the far end of the counter and work toward the stove or sink.) Let disinfectant dwell or sit visibly wet for the amount of time prescribed by the manufacturer on the label, then wipe from clean to dirty in straight lines, not circular motion.
- 5** Let dry. Then wipe with a paper towel or clean cloth to remove residue.

Make sure you have gloves and masks available adjacent to all work areas.

DO I NEED TO WASH GROCERIES WHEN I GET BACK FROM THE STORE?

No. But wash your hands before unloading groceries. Between the store and your kitchen, you have touched many surfaces including door knobs that may be contaminated.

BE PREPARED! Make sure to have cutting boards, utensils, and meat thermometers out and within reach prior to handling raw meat or seafood. Opening drawers, cabinets, or the refrigerator with a hand that has handled raw meat or seafood, whether gloved or ungloved, will contaminate the kitchen and cross-contaminate other food being prepared.



CLEAN • SEPARATE • COOK • CHILL

CLEAN

Wash Hands and Surfaces Often. Wash cutting boards, dishes, utensils and countertops with hot soapy water after preparing each food item.

Do Not Clean Meat or Seafood. It is impossible to remove all bacteria from meat or seafood except for cooking at a safe internal temperature. In fact, you may spread bacteria around the kitchen through splashing.

Clean Produce. Use a clean scrub brush and running water on firm fruit and vegetables, including produce you cut or peel such as melons, lemons and squash. Do not use soap. The FDA and CDC do not recommend washing fruits and vegetables with soap because residues can stay on produce.

COOK

Cook Meat Using a Food Thermometer. Use a clean thermometer to ensure meat, poultry, seafood, egg products, leftovers and casseroles are cooked to safe temperatures to destroy harmful bacteria. Place in the thickest part of the food without touching bone, fat or gristle.

When Entertaining and Serving Hot Food Buffet-Style. Use a chafing dish, warming tray or slow-cooker to keep food hot.

SEPARATE

At the Grocery Store. Separate raw meat, poultry, seafood and eggs from other foods in your shopping cart. Bag separately to prevent juices from getting on other foods.

Reusable Bags. Wash reusable shopping bags frequently in the washing machine or spray plastic/vinyl bags inside and out with disinfectant.

At Home. Place raw meat, poultry, seafood and eggs in containers or sealed plastic bags on the bottom shelf or in designated bins in the refrigerator. Freeze these foods if you do not intend to use them within a few days.

Be Careful. Wash your hands with soap and warm water after handling meat. Keep raw meat away from produce.

CHILL

Chill food Properly & Safely. Keep your refrigerator at 40°F or below. Never let raw meat, poultry, eggs, cooked food or cut fresh fruits or vegetables sit out at room temperature for more than 2 hours before putting them into the refrigerator or freezer (1 hour if the temperature is above 90°F). Place leftovers in a plastic container labeled with your name and date stored before putting in the refrigerator.

Keep food at a safe temperature during thawing. There are 3 safe ways to defrost food: in the refrigerator, in cold water, and in the microwave. Food thawed in cold water or in the microwave should be cooked immediately.

Foodkeeper App is a free download or go to foodsafety.gov/keep-food-safe/foodkeeper-app to find recommended storage times to maximize the freshness and quality of food.

PUBLIC WATER FOUNTAINS

Although COVID-19 does not pose a threat to the water supply, the surfaces around the fountain including the spout, button/lever and nozzles could pose a risk for the transmission of COVID-19 and other germs through ingestion.

We all want to use reusable water bottles. They take less oil to produce, replace all the plastics that you would have used so it reduces your carbon footprint. It also helps reduce the plastic burden on landfills, oceans, streams and other places that plastic waste ends up. Care must be taken when either drinking directly from a water fountain or refilling your reusable water bottle. Look for no-touch water bottle refilling stations that rely on a sensor to turn on the water. If you use a public water fountain, follow these steps:



- Wash or sanitize your hands before opening the reusable bottle cap. Place the cap on a paper towel if you cannot hold it during refilling.
- If the fountain requires you to push a button or lever, clean the surface before and after, or use your elbow or a paper towel to push the button.
- Don't place your mouth on the spout of the fountain or allow your water bottle to come into contact with the faucet or nozzle when refilling.
- Test the water flow and let the water flow for 10 seconds to allow for fresh, clean water to come through prior to drinking or refilling.
- Clean your hands afterwards with an alcohol-based rub or wash them with soap and water.



HELPFUL PRODUCT INFORMATION

PRODUCT	RESOURCES
<p>Disinfectant Mats</p> <p>Sticky Mats</p>	<p>Global Equipment Company globalindustrial.com NoTrax® Sani-Trax® Disinfectant Entrance Mat 3/4" Thick 2' x 2-5/8' Black Item #: T9FB2312042</p> <p>QC Supply qcsupply.com Outreach Inc. Disinfecting Door Mat QC Part #250310</p> <p>SweetMat Disinfection Mat www.disinfectionmat.com/how-to-use-a-disinfection-mat/</p> <p>Clean Stride Mats https://www.allmats.com/product/clean-stride-mats/</p>
<p>True HEPA Filter Devices Removes 99.97% of particles .3 microns or higher and 99% of particles .1 microns or higher</p>	<p>Rabbit Air MinUSA2 Ultra Quiet Air Purifier www.rabbitair.com</p> <p>3M Filtrete www.filtrete.com</p> <p>NuWave https://www.nuwaveairpurifier.com/</p> <p>Forbes, 7 Best Air Purifiers for Your Home www.forbes.com/sites/forbes-personal-shopper/2020/04/09/the-8-best-air-purifiers-for-your-home/#3871961f3170</p>
<p>UV Light Air Purification System</p>	<p>AirPurifiersandCleaners.com</p>
<p>Personal Protective Equipment (PPE) (Nitrile gloves, eye shields, masks)</p>	<p>Grainger www.grainger.com/ppe-safety</p> <p>Amazon.com</p> <p>McKesson www.mckesson.com (medical supply)</p>
<p>No-Touch Bottle Refilling Stations Also, Retrofit Stations and Retrofit Kits for replacing touch water fountains.</p> <p>Some feature UV light biofilm control, ADA compliant, Energy Star rated</p>	<p>Global Industrial www.globalindustrial.com</p> <p>Elkay www.elkay.com</p> <p>Grainger www.grainger.com</p>

HELPFUL PRODUCT INFORMATION

PRODUCT	RESOURCES
Water Filters	Brita https://www.brita.com
Water Fountain Closed Signage	Owensboro Health COVID-19 Signage https://www.owensborohealth.org/news-events/news-media/2020/covid-19-signage/
Disinfectants	<p>Clorox Products – Coronavirus Products https://www.clorox.com/resources/coronavirus/products/ Clorox® Clean-up® Cleaner + Bleach (not Multi-Surface Cleaner) Clorox Disinfectant Wipes</p> <p>Clorox Professional Products cloroxpro.com (Select Distributor for Colleges/Universities through this site) Clorox Commercial Solutions® Hydrogen Peroxide Cleaner Disinfectant Wipes</p> <p>Lysol https://www.lysol.com/products/ Lysol Bleach Mold and Mildew Remover Lysol Brand All Purpose Cleaner</p> <p>Palmero DisCide Ultra Disinfecting Spray and Towelettes Distributor: Spectrum Chemical Mfg. Co., spectrumchemical.com</p> <p>Diversey™ Oxivir® 1 Wipes and Disinfectant Spray (AHP® technology, disinfects <1 min.) Distributor: National Everything Wholesale, nationalew.com</p>
Antibacterial Fabric Spray	Tide tide.com/en-us/shop/type/fabric-care/tide-antibacterial-fabric-spray
Hand Sanitizer Stations Hands-free dispenser Stand or wall mounted Drip Guard	<p>Grainger www.grainger.com</p> <p>Mansfield Industrial Supply Group http://mansfieldindustrialsupplygroup-com.3dcartstores.com/Hand-Sanitizer-Stand-with-Dispenser_p_29.html</p>

HELPFUL PRODUCT INFORMATION

PRODUCT	RESOURCES
Vacuum with HEPA Filter	Asthma and Allergy Foundation of America (AAFA) approval seal. Brushes and portable canisters for hard-to-reach places. Works on multiple surfaces.
Humidifier	Homech http://www.homech.net/product/1010 Global Industrial www.globalindustrial.com
Microfiber Towels	Microfiber Wholesale https://www.microfiberwholesale.com/16-x16-All-Purpose-Microfiber-Towel.html University Products https://www.universityproducts.com/buff-pro-multi-surface-microfiber-towel.html
Security Solutions	Ring http://www.ring.com SimpliSafe http://www.simplisafe.com ADT Security Services http://www.adt.com

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At Favor & Company, we believe nothing matters more than the longevity and vitality of your organization. Since 1979, clients have relied on our expertise to help identify, analyze, and control risks while serving as a trusted resource for insurance. The powerful insights and knowledge Favor & Company offers through our highly responsive customer service helps our clients reduce the frequency and severity of insurance losses. As the exclusive provider and coverholder of certain Lloyd's of London insurance products for fraternities and sororities as well as other specialty commercial markets, we offer unparalleled expertise in these classes of business.



The Board of Directors of Favor and Company provided the vision for the Fraternal Health & Safety Initiative (FHSI) in spring 2013. This proactive, multi-faceted, research-based educational effort is aimed at comprehensively and consistently addressing alcohol and drug abuse, sexual misconduct, and hazing on college and university campuses. It is the first effort of its kind launched by an insurance agency in support of its client communities. The FHSI Consortium has educated over 250,000 undergraduate members and enabled over 850 alumni/alumnae volunteers to conduct the licensed programming with individual chapters on their respective campus. FHSI is also extending its programming reach through volunteer educational videos and health and safety bites designed to assist chapter officers in providing relevant and educational officer reports during chapter meetings. A comprehensive Guide for Parents has been published to help guide conversations between parents/caregivers and their son/daughter about the pressing social issues facing college campuses today and the membership benefits of Fraternity/Sorority Life.

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