

INSURANCE MAY BE

GREEK TO YOU

IT'S *not to us*

IN THIS *issue*

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FRATERNITY INSIGHTS | FALL 2020

A resource for House Corporations, Staff and
Volunteers

CONSIDERATIONS FOR HOSTING EVENTS DURING COVID-19

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Coronavirus and COVID-19 have upended many things that are happening on college campuses. Holmes Murphy Fraternal Practice has developed a number of resources to help you and your students manage. They can be found here: <https://www.holmesmurphy.com/fraternal/resources-for-coronavirus-and-covid-19/>

If your students are planning events, we have some recommendations based on guidance from the CDC and the American College Health Association

Organizations can help protect members, guests and employees and slow the spread of the Coronavirus Disease 2019 (COVID-19). As such, fraternities and sororities can determine, in collaboration with state and local health officials, institutions of higher education and the national/international organization whether and how to implement these considerations while adjusting to meet the unique needs and circumstances of their university and local community. Implementation should be guided by what is feasible, practical, acceptable, and tailored to the needs of each organization.

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices and environmental prevention practices are important principles that are covered in this resource.

“Events” is a broad term used to include meetings, recruitment/intake, events with alcohol, new member activities, etc.

Before hosting events:

Be aware of **state or local regulatory agency policies** related to group gatherings to determine which type of event can be held.

Be aware of **university guidelines or policies** related to group gatherings to determine if events can be held and which type of events (meetings, socials, philanthropy events, etc.)

Be aware of **national/international organizational rules or guidelines** related to group gatherings to determine which type of events can be held (meetings, socials, philanthropy events, etc.)

Be aware of **any local housing corporation rules or guidelines** related to group gatherings to determine which type of events can be held in the facility.

If organizations are allowed to host events, this resource will assist you in creating a safe environment.

Designated COVID-19 Point of Contact

- Designate an officer to be responsible for responding to COVID-19 concerns. All members should know who this person is and how to contact them.
- Officer should be aware of state and local rules and guidelines, university guidelines and policies and national/international organization rules or guidelines.

Events and Gatherings

- Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held.
- Limit group size to the extent possible.
- Consider hosting the event outside.
- Complete any paperwork (event registration/notification) required by the university or organization.
- Implement the event following the risk management policy of the institution, department, or international/national organization.
- Maintain a tracking system for any events when outside guests attend.
- Encourage or require attendees to wear masks.
- Consider providing masks for attendees.
- Ensure soap and hand sanitizer are readily available.
- Consider taking the temperature of attendees before they enter.

Promoting Behaviors that Reduce Spread

- Actively encourage members, members, employees, etc. who have been sick with COVID-19 [symptoms](#), tested positive for COVID-19, or have been potentially [exposed](#) to someone with COVID-19 (either through [community-related exposure](#) or [international travel](#)) to follow CDC guidance to [self-isolate or stay home](#).

Hand Hygiene and Respiratory Etiquette

- Recommend and reinforce [handwashing](#) with soap and water for at least 20 seconds.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
- Encourage students, faculty, and staff to cover coughs and sneezes with a tissue or use the inside of your elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.

Cloth Face Coverings

- Recommend and reinforce use of [cloth face coverings](#) among members, guests and employees. Face coverings should be worn as feasible and are **most** essential in times when physical distancing is difficult. Individuals should be frequently reminded not to touch the face covering and to [wash their hands](#) frequently. Information should be provided on the [proper use, removal, and washing of cloth face coverings](#).
 - Note: [Cloth face coverings](#) should **not** be placed on:
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the cover without assistance
 - [Cloth face coverings](#) are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. [Cloth face coverings](#) are not surgical masks, respirators, or other medical personal protective equipment.

Adequate Supplies

- Support [healthy hygiene](#) behaviors by providing adequate supplies, including soap, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch/foot pedal trash cans.

Signs and Messages

- Post [signs](#) in highly visible locations (e.g., building entrances, restrooms, dining areas) that [promote everyday protective measures](#) and describe how to [stop the spread](#) of germs (such as by [properly washing hands](#) and [properly wearing a cloth face cover](#)).
- Include messages (for example, [videos](#)) about behaviors that prevent spread of COVID-19 when communicating with members.
- Find freely available CDC print and digital resources on CDC's [communications resources](#) main page.

Cleaning and Disinfection

- Develop a schedule for increased, routine cleaning and disinfection.
- [Clean and disinfect](#) frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, grab bars, hand railings, bathroom stalls, dining hall tables) within facilities at least daily or between use as much as possible. Use of shared objects (e.g., lab

equipment, computer equipment, desks) should be limited when possible, or cleaned between use.

- Ensure [safe and correct use](#) and storage of [cleaners and disinfectants](#), including storing products securely. Use products that meet [EPA disinfection criteria](#).
- Encourage members to keep their personal items (e.g., cell phones, other electronics) and personal work and living spaces clean. Encourage members to use disinfectant wipes to wipe down shared space and other shared objects and surfaces before use.
-
- Ensure there is adequate ventilation when using cleaning products to prevent members, guests or employees from inhaling toxic fumes.

Ventilation

- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms).

Water Systems

- To minimize the risk of [Legionnaires' disease](#) and other diseases associated with water, [take steps](#) to ensure that all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown. Drinking fountains should be cleaned and disinfected, but encourage members, guests and employees to bring their own water to minimize use and touching of water fountains.

Modified Layouts

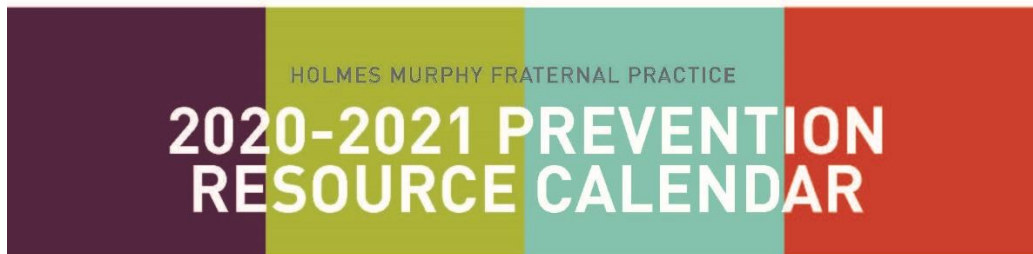
- Space seating at least 6 feet apart when feasible.
- Host smaller meetings in larger rooms.
- Provide adequate distance between individuals.

Physical Barriers and Guides

- Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart.
- Provide physical guides, such as tape on floors or sidewalks and signs on walls to ensure that individuals remain at least 6 feet apart in lines and at other times.

Communal Spaces

- Close shared spaces such as dining halls, game rooms, exercise rooms, and lounges if possible; otherwise, stagger use and restrict the number of people allowed in at one time to ensure everyone can stay at least 6 feet apart, and [clean and disinfect](#) between use.
- Add physical barriers, such as plastic flexible screens, between bathroom sinks and between beds especially when they cannot be at least 6 feet apart.
- For more information on communal spaces (e.g., laundry rooms, shared bathrooms and recreation areas) follow [CDC's guidance for Shared or Congregate Housing](#).



You can find the prevention calendar [here](#)

HOUSE CORPORATION BEST PRACTICES:

Communication and Collaboration

With the Chapter, Advisors, Host Institution and Community

How well does your House Corporation operate? Do you follow best practices in the following areas?:

- Governance
- Financial Management
- Facility Management
- Risk Management
- Volunteer Development
- Alumni/ae Relations
- Fundraising
- Collaboration and Communication with the Chapter
- Collaboration and Communication with Advisors
- Collaboration and Communication with the Host Institution
- Collaboration and Communication with the Community

This article is the fourth in a series focusing on best practices for house corporations, and it will concentrate on collaboration and communication with the chapter, advisors, host institution and the community. Ask yourself if your board complies with these recommendations. If it does not, or if you don't know, you have a road map for board development. Many thanks to Anne Emmerth of Beta Theta Pi for the development of these topics.

Collaboration and Communication with the Chapter

Provides an updated roster of the house corporation to the executive board at least once a year (or any time there are changes).

Reason: Promotes transparency and communication.

Holds quarterly meetings with chapter executive board and advisor team in conjunction with major housing operations (move-in, move-out, lease signing, etc.).

Reason: Face-to-face meetings help build relationships and improve communication and understanding.

Schedules time during chapter meeting at least once a semester to give an overview of the work of the house corporation; high-level budget and expenditures for facility; short, medium, and long-term repair and renovations plans; and to introduce board members.

Reason: Promotes transparency; educates chapter on the work of the house corporation board and the demands of running a facility.

Schedules time during pledge meeting during pledge period to give an overview of the work of the house corporation and expectations / costs for living in the facility.

Reason: Promotes brotherhood and friendship; promotes positive feelings toward house corporation volunteers; gives pledges an understanding of their expectations toward the facility.

Encourages board members to be present at the facility for casual mingling time with executive officers and chapter members.

Reason: Promotes brotherhood and friendship; promotes positive feelings toward house corporation volunteers; gives chapter members a vision for alumni involvement and volunteerism.

Incentivizes positive chapter behavior such as providing reduced room/board to chapter officers / summer recruitment team, or by providing scholarships for academic performance.

Reason: Financial incentives help drive positive behavior and reinforces the values of Beta that the house corporation supports.

Supports leadership development opportunities through funding of travel stipends or scholarships for undergraduate attendees.

Reason: Provides broader support for the membership experience.

Collaborates with recruitment chair to ensure that correct fees and live-in requirements are communicated to potential members.

Reason: Potential members should understand financial expectations and other ways they will be expected to contribute to the facility.

Collaborates with chapter to prepare the facility to host important events (e.g., homecoming, parents weekend).

Reason: Chapter may need assistance with cleaning and other cosmetic fixes so that the facility is presented in the best possible light for important events.

Attends events where parents are present (e.g., mom's weekend brunch).

Reason: Builds relationships with important constituents.

Assist with the training of the House Manager/Develop clear expectations for the House Manager

Reason: To ensure a well-trained House Manager who partners appropriately with the House Corporation.

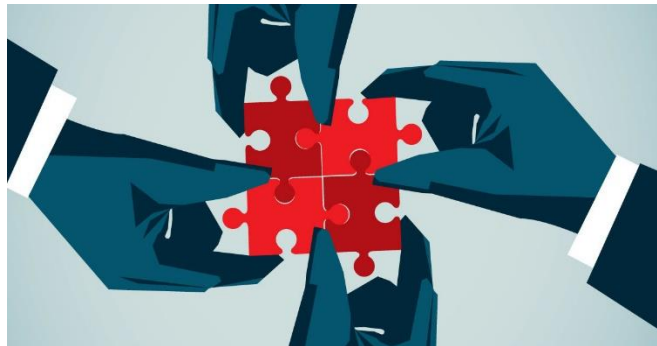
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Reason: Face-to-face meetings help build relationships and improve communication and understanding.



Cultivates positive relationships with Chapter Advisor and Financial Advisor.

Reason: Strong relationships with these key advisors promotes collaboration and helps navigate conflicts with chapter.

Provides copies of board meeting notes and minutes to Chapter Advisor and Financial Advisor.

Reason: Promotes collaboration and keeps key advisors updates on board activity and decisions.

Collaboration and Communication with the Host Campus

Has a positive working relationship with the Director of Greek Life.

Reason: Positive relationships are the foundation for working together.

Sends an updated board roster to the Greek Life office once a year.

Reason: Greek Life staff know who to call if there's a problem or question.

Keeps abreast of any housing changes or initiatives happening on campus.

Reason: The house corporation understands our on-campus housing competition and what parents and potential members expect from student housing.

Purposefully cultivates relationships with university administrators.

Reason: If there are policy changes proposed that could be detrimental to our ability to house members (for instance, a requirement that sophomores live on campus), then having these relationships make it easier to advocate for our position.

Provides all required documents or leases to campus housing offices (where required).

Reason: To remain in compliance with campus requirements so that we can house the maximum number of pledges and members.

Share any contractual agreements/recognition agreements/relationship statements that affect the standing of the chapter or House Corporation on campus with organization Headquarters.

Reason: To ensure that the chapter/House Corporation do not enter into agreement with inequitable indemnification language.

Collaboration and Communication with the Community

Has positive working relationships with local police, fire, city inspectors, and other officials.

Reason: In case of an emergency or problem, having these relationships already in place is helpful. These partners also are good sources of information about proposed legislation, trends, and what's happening in other fraternity houses.

Has positive working relationships with other fraternity and sorority house corporation volunteers on your campus.

Reason: Other volunteers are a valuable source of information about house directors, vendors, and renovations. There may be opportunities for shared services and cost savings.



Has positive working relationships with neighbors, including the volunteers and house managers who manage other fraternity and sorority properties.

Reason: Having good neighbors means there are extra eyes looking out for our property and our members and puts us in a good place to ask for favors (extra parking during homecoming). If our neighbors are other fraternities, we need to show our collegians that we should be collaborative, not competitive. This will avoid potential pranks and vandalism (of our property and others).

Stays informed about existing and proposed laws and ordinances that affect chapter housing.

Reason: We want to be out in front of any new local laws (e.g., sprinkler requirements) and make sure that we are at the table advocating for our needs.

Other Holmes Murphy resources can be found on our website, holmesmurphyfraternal.com, including links to our recorded webinars. Please don't hesitate to contact us for more information at edconsultant@holmesmurphy.com.

PROTECT YOUR FACILITY DURING BREAK PERIODS

Rob Meraz, Associate VP Claims, Holmes Murphy

Freeze claims each year cost hundreds of thousands of dollars. During the winter of 2017-2018, \$3.8 million was paid for water damage resulting from frozen pipes that burst in the FPMA property program. Claims took an average of six days to report.

RISKS DUE TO WINTER PERILS:

- No oversight to the property resulting in damage found later
- Risk of unexpected displacement
- Running out of fuel or the pilot light on the furnace blowing out
- Windows and doors not closed/ functioning properly
- Not performing needed maintenance on heating systems or boilers
- Well-intentioned member turns off the heat to save expenses
- The Facility is not adequately insulated- interior part of the property has better heating than the exterior
- Property premiums increase, because of these claims, which every member helps to pay
- Frozen pipes create breaks in the plumbing system, causing catastrophic water damage once the water thaws



PROTECT YOUR PROPERTY:

- Keep the heat on. Set the thermostat at or above 60 degrees during the winter months
- Conduct daily walkthroughs throughout the house over extended breaks. Make sure the person doing the walk through knows the emergency contacts and how to turn the water off
- Check all windows and door to ensure they are closed tightly
- Hire a professional property management company to help maintain and secure the property
- Turn off and drain the plumbing system
- Make sure you have enough fuel for the winter months
- Consider installing a water detection/heat monitoring system like PipeBurst Pro
- Open the indoor faucets slightly to allow water to trickle. Moving water does not freeze as easily
- Leave the doors to cabinets that contain water lines open; this will allow heat to enter that area

Following these steps will allow you to protect your chapter facility during break periods. Additional resources, including a complete Winter Break Checklist, can be found on our website, www.holmesmurphyFraternal.com. Contact us at edconsultant@holmesmurphy.com with any questions.



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