

**CHAPTER RESPONSE GUIDELINES FOR COVID-19**

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| WHAT IS COVID-19? |

According to the Centers for Disease Control and Prevention (cdc.gov), on February 11, 2020 the World Health Organization [announced](https://twitter.com/DrTedros/status/1227297754499764230) an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan China. The new name of this disease is coronavirus disease 2019, abbreviated as COVID-19. In COVID-19, ‘CO’ stands for ‘corona,’ ‘VI’ for ‘virus,’ and ‘D’ for disease. Formerly, this disease was referred to as “2019 novel coronavirus” or “2019-nCoV”.

There are [many types](https://www.cdc.gov/coronavirus/index.html) of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused be a novel (or new) coronavirus that has not previously been seen in humans. The name of this disease was selected following the World Health Organization (WHO) [best practice external icon](https://www.who.int/topics/infectious_diseases/naming-new-diseases/en/) for naming of new human infectious diseases.

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| COLLEGE/UNIVERSITY RESPONSE TO COVID-19 |

Colleges and universities are taking a number preventative measure to slow the spread of COVID-19 in college/university communities. In the event your college/university takes preventative action, your chapter should follow expectations released by your college/university administrators.

What types of action may necessitate a chapter response?

The following chart is designed to assist you in understanding potential college/university actions and the appropriate chapter response. If your college/university takes actions other than what is listed below, contact your College Chapter Director and Director of Chapter Services for assistance.

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| COLLEGE/UNIVERSITY ACTION | DELTA ZETACHAPTER ACTION |
| College/University bans large group meetings | Delta Zeta in person chapter meetings and activities canceled in conjunction with the timeline specified by the college/university.  Virtual meetings could be planned.  |
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| College/University moves to online courses | Delta Zeta chapter meetings and activities canceled in conjunction with the timeline specified by the college/university.   Virtual meetings could be planned. |
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| College/University closes student housing | Delta Zeta chapter meetings and activities canceled in conjunction with the timeline specified by the college/university.  Any decisions on Delta Zeta housing will be made on an individual campus basis.Virtual meetings could be planned.  |
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| College/University closes(i.e. canceling classes, limiting operations to essential personnel) | Delta Zeta chapter activities cease in conjunction with the timeline specified by the college/university. Any decisions on Delta Zeta housing will be made on an individual campus basis.   Virtual meetings could be planned. |
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| FREQUENTLY ASKED QUESTIONS |

***Who should I notify if my college/university takes preventative action?***

If your university takes preventative action that requires your chapter to cancel meetings or activities, contact your chapter advisor and Director of Chapter Services. This team will help you assess your chapter calendar to identify if events need to be canceled or rescheduled based on the action taken by your university. Only essential chapter business needs to be completed this academic year.

***What is essential chapter business?***

Essential chapter business for the remainder of the academic year includes:

1. Approve chapter budgets for 2020-2021, and submit by April 1, 2020 via Chapter Inc.
2. Complete all items for College Chapter Clearance (working remotely on those items when possible).
3. Complete all housing contracts for 2020-2021.

***What if our college/university has canceled activities through the remainder of the academic year?***

You can conduct chapter business virtually.

***How should we host virtual meetings?***

This will depend on how much and what business your chapter still needs to conduct at the time that meetings and activities are canceled. For example, if you have already presented your chapter budget and simply need to vote, this may be best conducted via email. Work with your chapter advisor and Director of Chapter Services to determine the best option for your chapter in the event that activities and meeting are canceled.

***What should we do about local chapter dues and fees if activities are canceled due to COVID-19?***

Chapter officers should work with their College Chapter Director and Financial Advisor to determine if it is appropriate to pro-rate and refund local dues. Chapters should consider the amount of activities during the affected timeframe to make determinations about appropriate pro-rate/refund amounts.

***We have members returning from studying abroad, what should we do?***

Members returning from studying abroad should follow guidance from the college/university’s study abroad office regarding returning to campus.

***Should members returning from abroad due to college/university recall be charged for dues and fees?***

No.

***If our campus has mandated all students move off campus, what should we do about housing?***

Please contact your Director of Chapter Service for further information regarding housing options and to be directed to the appropriate contact.