

University Approved Housing Operation Plan

The below mentioned UAH organization has provided the following information regarding operational plans related to Covid-19. The plans should incorporate social distancing expectations when appropriate; define when masks will be required, recommended or optional;

UAH organization name: **Zeta Tau Alpha**

Zeta Tau Alpha will attempt to align as closely with University policies as possible. A professional cleaning service will be sanitizing common areas, bathrooms, kitchen, and dining areas daily from Monday through Friday. Disinfectant wipes will be available in all areas for members to wipe down surfaces before and after using for eating, studying, etc. Meals will no longer take place at any specified time, rather will be available in individual containers for members to obtain. Members are responsible for maintaining social distancing standards and cleaning up after themselves.

Sanitation

- Related to:
 - There will not be a fall House Work Day with the whole chapter like usual. It will be smaller with in-house members, and spring (if able) can have the bigger work day with the rest of the chapter.
 - Common areas: Professional cleaning service Mon-Fri, study area and kitchen will have disinfectant wipes out for girls to wipe down surfaces before/after using the space for studying, eating, etc.
 - Kitchen and dining areas: Professional Cleaning service, house duties normal on weekends, smaller house duties during the week, the duties will be re-evaluated after our House Manager receives a specified list of what the cleaning service will be doing, staggered meal times may be implemented, each member will be responsible for cleaning their dishes after meals (if necessary), may have a house duty daily to make sure all dishes are done.
 - Bathrooms: Professional Cleaning service, house duties normal on weekends, smaller house duties during the week, the duties will be re-evaluated after our House Manager receives a specified list of what the cleaning crews will be doing, disinfectant wipes out for counters, stall doors, etc.,
- Expectations related to individual member spaces:
 - Remain in own spaces, in-house members : require face masks in common areas (at least for adjustment periods), Out-of-house members : require face masks when eventually allowed to enter

- Generally keep a clean living environment, will just make it easier to stay healthy with a cleaner living space
- Unsure if any proper room checks will occur during work week like usual, girls may just have to prop their doors open and our House Manager will check rooms wearing a mask. Most likely, the room check guidelines will be a little more lax

Dining

- Please describe meal options for the fall as well as any anticipated arrangements related to dining times/areas:
 - We will not be allowing the gentlemen of CCF to be assisting us with meal clean up this year, as per national guidelines
 - Box meals instead of self serving, this could also eliminate the need for late plates, no longer buffet style [eliminate possibility of touching multiple plates, utensils, etc.] Plates will be made either by Robin (ZTA's chef), who will have all necessary sanitation requirements fulfilled, Ginger, the House Manager and/or Assistant House Manager. This will be evaluated based on time consumption and work load.
 - Meal times no longer apply. Boxed meals will be ready at a certain time but lunch and dinner will not necessarily be held at any certain time. If requested, dinner prayer can be said in the dining room using social distancing prior to members receiving their boxed meals.

Plan from College Chefs (ZTA's Food Provider)

- Masks
 - College Chefs staff will be required to wear a cloth face covering, in accordance with state and local guidelines. College Chefs has partnered with our uniform supplier to provide safe and comfortable options.
- Gloves/Bare-Hand Contact
 - Staff will be required to wear gloves when handling Ready-to-Eat Foods while handling serving utensils, plates, carry out boxes to be received by a chapter member, and while carrying out cleaning and sanitation duties.
 - Hand washing will occur at the start of every shift, and at every glove change in accordance with ServSafe guidelines.
- Wellness Checks
 - College Chefs will require daily pre-shift employee health screenings in accordance with State and Local Guidelines.

- Similar to any other illness, College Chefs will remove staff immediately should any symptoms arise. Employees will not be permitted in the facility until medically cleared by a physician. Any suspected COVID 19 infection will be reported to the local department of health for further analysis.
- Cleaning/Sanitation
 - College Chefs' staff will be following an enhanced cleaning and hygiene schedule based on guidelines established by industry experts such as the NRA, ServSafe, FDA, and CDC.
 - High touch public areas such as kitchenette counters, refrigerator handles, continental breakfast items, beverage stations, entry/exit points to the kitchen and kitchenette will be sanitized as frequently as possible throughout the period College Chefs staff is present.
- Dining Room
 - For chapters in which our Food Service Agreement arranges for the cleanup of the dining room, and in those that permit communal dining, College Chefs staff will sanitize tables and chairs as frequently as possible throughout meal service, as well as after each meal.
- Kitchen
 - Each kitchen food contact surface will be cleaned/sanitized daily prior to any meal preparation, along with refrigerator door handles and other high touch, non-food contact surfaces.
 - All food contact surfaces will be cleaned and sanitized at the completion of each task, prior to beginning a new task, in accordance with ServSafe guidelines.
 - All non-food contact surfaces such as entry/exit door handles, dishwasher handles and sinks will be cleaned and sanitized as recommended by state and local regulatory authorities, as well as industry experts such as ServSafe, the FDA, and the CDC.
- Service Line
 - Utensils will be rotated on a schedule as recommended by State and Local officials, ServSafe, the FDA, and the CDC.
- Food Service General Buffet Service
 - We will not be offering buffet style meals, however, the dining room is still available for use during normal meal times with proper social distancing and sanitation guidelines in place. We will be implementing boxed meals. It is up to the member where she chooses to have her meal, as long as she is still following all house rules and COVID-19 guidelines.
- Student access to the kitchen on weekends/off-hours

- We implement a closed kitchen in our facility, this will not change. If needed, Ginger (our House Mom) can be asked for assistance in the kitchen for extenuating circumstances.
- Salad
 - The salad bar will not be available. If desired, a member can ask our chef for a salad to be made.
- Snacks
 - These can be kept in the kitchenette. Individually packaged items that we have had in the past will still be available (such as granola bars, oatmeal, fruit, etc.).
- Breakfast
 - We typically don't serve breakfast. Individually wrapped breakfast type items (muffins, granola bars, yogurt...) can be found in the kitchenette, or dining room.
- Beverages
 - We no longer will serve any beverages in the plastic serving containers. Milk should be bought in small, single-serve packages instead of gallons. The same applies for other beverages bought for the members.
- To-Go/Packaged
 - We have discussed getting three plastic reusable containers per in-house member and having each member responsible for her own containers (i.e. cleaning them and returning them to the proper location to be filled for the next meal.) We have also discussed finding boxes, but we would prefer to cut down on waste and cost.
- Quality and Quantity
 - We will still be having lunches Mon-Fri, as well as Sunday & dinners Mon-Thurs
- Out-of-House Members
 - Pick-up available during Opening Week. First four weeks: out-of-house members prohibited from meals. This can be re-evaluated after the first four weeks.

Shared and common spaces

- Please describe the plan/expectations for utilization of common spaces:
 - Beginning of semester (first month): Only in-house members allowed in the house. Masks required in communal spaces during the 4 week quarantine period. In-house members are required to self-quarantine in their room for the first week.

- In the first month: In-House members will strongly be advised to not enter each other's rooms, but can gather in small groups (less than 10) in common spaces, as long as they socially distance themselves, while wearing masks. Once we are all accustomed to each other & no cases have occurred with in-house members, the use of masks in common spaces can be eased (as we will be considered a family unit)
 - Our House Manager has delegated bathrooms for different areas of the house, and requires members to only use their designated bathroom.
 - We ask that our members get ready in their rooms, instead of in the bathroom so we can enforce social distancing in the restroom and only allow a certain amount of women in the restroom at a time.
 - Masks will be highly suggested to be worn in the bathroom & members will use their own towel to dry their hands. Sanitizer will also be in the restroom.
- After the first 4 weeks: Re-evaluate and potentially allow guests (with masks, most likely) in common areas, temperatures will most likely be taken & a guest log will be used to keep track of who has visited Zeta.

Sleeping

- Maximum people per room: 2*
- Describe room type (traditional two-person room, suite, etc.):
 - All rooms are 2 person, **except for the 4 person room and rooms that are not currently full
 - Our House Manager has reached out to the girls in the 4 person room for their opinion on continuing to live in a room that style, moving furniture, etc. - The girls are all comfortable with living in a four person room, and have discussed minor rearranging of furniture to more clearly define individual space. [Our House Manager will most likely not have them do any of the furniture moving themselves]
- What measures, if any, will be implemented to minimize risk:
 - Members will stay in their own spaces & try to minimize visiting others rooms, even prohibit it entirely if possible
 - Cleaning supplies given to each set of roommates to clean high touch areas - cleaning budget is being increased for additional cleaning services and supplies
 - Cleaning supplies available in each common area and bathroom for ease of access and availability in the more popular rooms of the house.

Visitor policy

- Who may visit the facility and under what conditions?
 - One guest allowed for the allotted move-in time for each in-house member
 - No out-of-house members will be allowed to visit the facility (for the first month)
 - Once restrictions are lifted, out-of-house members will be expected to use common area restrooms
 - Vendors and service providers will be asked for their company's screening for COVID if we need someone to repair something in the house.
- How will visitors be registered for contact tracing?
 - Information will be kept in the log in the Formal Living room. If necessary, the information will be emailed to the chapter in the case of exposure. The whole chapter should receive this email (as opposed to just the in-house members) because if this were to happen, it's possible that out-of-house members were allowed to be in common areas, or that they had contact with other in-house members who may be carrying after potential exposure.
 - Begin with a questionnaire and temperature reading upon arrival
 - Since the guest cannot be unattended, the ZTA member (most likely President or House Manager) accompanying them will be responsible for documenting this info.
 - Our House Manager will create forms to document temperature, time of arrival, and a place to write all of the information necessary. Our House Manager can also create/provide a questionnaire based on other businesses.

Social policy

- Under what conditions will any activities take place?
 - The chapter will not hold group functions (mixers/activities) with other organizations on campus. Potential for virtual events exclusively until Oct. 1st as is consistent with university guidelines. Comprehensive house plans will have to be developed for those that do decide to host events after the Oct. 1st deadline. If

physical events are allowed-- limited to 50 members or less (from both organizations).

Isolation/Quarantine plan

- In the event of a positive case, the student will have the option to return home, isolate within the chapter defined spaces or within University isolation housing (Farrar Hall) as available. Roommates or those in very frequent contact will have an option to self-quarantine within their facility (if appropriate spaces are available), utilize University quarantine spaces as available, or return home.
 - Remaining in the chapter facility is not recommended. We strongly advise our members to return home to self-quarantine or utilize the University quarantine space.
 - When appropriate, ZTA will send an email notifying members of possible exposure, timeline for quarantine and resources to help members do a self-check.