



KAPPA ALPHA THETA

Theta and COVID-19

FREQUENTLY ASKED QUESTIONS

WHAT IS COVID-19?

COVID-19 is the official name for the disease causing the novel coronavirus outbreak, first identified in Wuhan, China, in 2019. 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 of human coronaviruses, including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.

WHAT MIGHT MY COLLEGE OR UNIVERSITY DO IN RESPONSE TO COVID-19?

Colleges and universities are taking a number of preventive measures to slow the spread of COVID-19 in their communities. These actions include banning group meetings, moving to online courses, and closing the school altogether. In the event your college or university administration takes any of these actions, your chapter should follow the guidelines released by your administrators and cancel meetings and activities in conjunction with the timeline they establish.

WHO SHOULD I NOTIFY IF MY COLLEGE OR UNIVERSITY TAKES PREVENTIVE ACTION?

If your university takes preventive action that requires your chapter to cancel meetings or activities, contact your chapter advisors and college district director. They will help you assess your chapter calendar to identify if events need to be cancelled 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 may include:

- Changing bylaws,
- Voting on inactivity,
- Handling member discipline issues,
- Voting on an officer appointment/re-slate,
- Paying vendors,
- Processing payroll.

WE HAVE SCHEDULED INITIATION SERVICES FOR OUR NEW MEMBERS. WHAT SHOULD WE DO?

If your chapter has new members to initiate—whether or not your school has imposed restrictions on meetings—please contact Madison Cannon (mcannon@kappaalphatheta.org), assistant director of collegiate services.

SHOULD NEW MEMBERS NOT YET INITIATED BE CHARGED THE FULL NEW MEMBER DUES?

Chapters may prorate new member dues for the end of this semester or quarter. Please contact your BDD or Theta staff if your chapter needs help with calculating a prorated amount. New members who cannot be initiated this spring should not be charged an Initiation Fee.

WHAT IF OUR COLLEGE OR UNIVERSITY HAS CANCELLED 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 cancelled. Votes may be most easily conducted via email. Conversely, discussions might be better accomplished via web conference. Work with your chapter advisors and college district director to determine the best option for your chapter if activities and meetings are cancelled.

WHAT SHOULD WE DO ABOUT CHAPTER DUES AND FEES IF ACTIVITIES ARE CANCELLED DUE TO COVID-19?

If an event a chapter has budgeted for must be cancelled, it's possible the chapter will have excess funds at the end of the year. Fraternity staff is currently revising the year-end discretionary form to increase the discretionary portion chapters are allowed to retain for the year ending June 30, 2020. This will allow for excess funds to be used for an activity in the fall. Chapters within FHC's Facility Management Program (FMP) do not have a surplus calculation and will continue to be able to retain ALL funds they have at year-end.

If a chapter would like to refund a portion of dues in lieu of retaining excess funds, they have the option of voting, to refund a prorated portion of chapter dues for this academic year. Chapters are encouraged to vote on this refund and issue this refund only after all member payments have been made. Please ask that your members continue to keep their Billhighway accounts current. Theta staff is currently working with Billhighway on steps needed to process refunds for those chapters that choose this option. More information will be available in the coming weeks.

WILL FACILITY-RELATED FEES BE PRORATED OR REFUNDED?

New and current members should not anticipate a refund or prorated charge of facility-related fees. Because housing expenses remain constant, facility corporations (FC) and the Fraternity Housing Corporation (FHC) operate on a budget that is based on set revenue and expense projections for operating chapter houses, suites, and lodges. At this time, FHC has no plans to close its chapter houses. However, if it becomes necessary for FHC to close a house, chapter members

will receive a prorated refund of usage, room, board and out-of-house board payments. These refunds will be processed after the final installments for the academic year have been invoiced and paid by each member.

WE HAVE MEMBERS RETURNING FROM STUDY ABROAD; WHAT SHOULD WE DO?

Members returning from study abroad should follow guidance from the college or university regarding returning to campus.

WE HAVE MEMBERS WHO SPENT OR WILL SPEND SPRING BREAK ABROAD. WILL THEY BE ABLE TO RETURN TO OUR CHAPTER HOUSE?

If a member traveled or is traveling to a country with a level 2 or 3 travel advisory, she will be required to self-quarantine for 14 days at a location that is not the Theta house. In accordance with recommendations from the Centers for Disease Control and Prevention (CDC), she cannot return to the Theta house until the 14-day self-quarantine has expired.

CAN OUR CHAPTER HOUSE REMAIN OPEN DURING SPRING BREAK?

The FHC is working individually with each chapter to determine if the house should remain open. Please work with your property manager for FHC-managed properties if you'd like to keep the house open for spring break. If your house is managed by a facility corporation board, please work with your advisors and FCB to determine if the house can remain open. In all cases, the facility director will need to remain on site, and the facility rules would still be in effect. Food service will not take place during the spring break week.

WHAT IF A MEMBER OF OUR CHAPTER HAS COVID - 19 SYMPTOMS?

If a member of your chapter is suspected of having coronavirus due to symptoms and/or recent international travel or has been diagnosed with the illness by a medical professional, whether they live in our facility or on their own, please follow CDC guidelines. (<https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html>) You should also contact your school's administrators immediately and submit an incident report form.

IF OUR COLLEGE OR UNIVERSITY CLOSES, CAN OUR HOUSE REMAIN OPEN?

If your facility is owned and managed by the Fraternity Housing Corporation (FHC), it will remain open to active members. If your facility is owned by a local facility corporation board, Theta encourages the board to allow members to continue to live in. If your chapter house will be closed for spring break, it will reopen as previously scheduled. If your chapter house is owned by the university, students must follow university guidelines.

WHAT IF A MEMBER VOLUNTARILY MOVES OUT OF THE CHAPTER HOUSE?

If members choose not to return to the house, room and board will not be refunded.

WHAT ABOUT FOOD SERVICE IN OUR CHAPTER HOUSE?

If your facility is owned and managed by the Fraternity Housing Corporation, food service will continue as scheduled.

WHAT SHOULD WE DO ABOUT CLEANING AND DISINFECTING OUR CHAPTER FACILITY?

Clean chapter facilities are very important to Theta! We have regularly scheduled cleaning service for each facility throughout the week and will continue these practices. The FHC will also have housekeeping staff sanitize and clean common areas of the chapter facility during spring break. We encourage chapters that aren't a part of FHC to ensure their cleaning staff comes in over spring break.

WHAT ABOUT GRAND CONVENTION 2020?

We are optimistic that Grand Convention, scheduled for July 8-12, will take place as planned. Should circumstances change, those who are registered for Convention will be notified. Information about Grand Convention will also continue to be available on the Convention website. <https://grandconvention.kappaalphatheta.org/event/>