



**Return to Campus Plan
August 5, 2020**

AXP Zeta Phi

Return to Campus Action Plan

Effective Date: 08.05.2020

Introduction

The coronavirus (COVID-19) outbreak has impacted organizations around the world, forcing them to rethink their daily operations to ensure the safety of the organization and the people that they interact with. While some areas of the world are starting to control the spread of the virus, others are not, and just one misstep can lead to another wave of infection, jeopardizing the well being of the general public.

College campuses pose a particular challenge, with students returning campus from diverse geographical regions. College age individuals, especially weary of prolonged periods of isolation, and perhaps indifferent to the risks of the virus due to the lessened probability of dire outcomes in their age group, pose a particular challenge as colleges and universities pursue reopening plans, some (including Clarkson) on an accelerated schedule.

To help slow the spread of COVID-19 and safeguard members of the Zeta Phi chapter (as well as the greater Clarkson community), AXP Zeta Phi has created an action plan for responding to COVID-19. This plan, which is based on Centers for Disease Control and Prevention (CDC), New York State Department of Health NY Forward Safety Plan, and Clarkson University guidelines and recommendations, highlights the responsibilities of chapter members and leadership, and outlines the steps that the Zeta Phi chapter is taking to address COVID-19. Our intent is to provide a safe environment for all of our members and visitors.

Where there is a difference between this document and state, local and Clarkson University requirements, the more restrictive requirements will apply. This document may be updated based on changing conditions and guidelines and updates will be provided to members. Please refer to the latest document available on the <http://axpzetaPhi.org> web site.



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1. Roles and Responsibilities

When it comes to ensuring a safe environment during the COVID-19 pandemic, everyone has a role to play. The following is a definition of various roles and the responsibilities they have to help provide a safe environment.

1.1. Residents

Residents of the Chapter House are those that have signed housing contracts for a room in the house and reside there full time.

1.2. Members

Members of the Chapter include residents, as well as non-resident members (residing in a dorm or other off-campus housing) and *New Members* that are undergoing a *New Member Education* or *Postulancy Program*. It is recognized that non-resident members are expected to be present at the House more often than normal visitors. Because of potentially wider exposure of non-resident members to other populations on- and off-campus, non-resident members should be extra vigilant when it comes to taking precautions.

In particular, all members should follow these best practices:

- **Understand the signs and symptoms of COVID-19 and seek medical attention and stay away from the House if you are feeling sick** – Any member who is experiencing symptoms of COVID-19 (e.g., fever, cough, shortness of breath, sore throat, runny nose, body aches, chills, fatigue, or recent loss of taste or smell) should seek medical attention. Non-resident members should avoid visiting the house. Resident members should isolate in their room or seek isolation housing on campus if available. (Note: COVID-19 symptoms are continually being updated, so be sure to review the [CDC website](https://www.cdc.gov/coronavirus/2019-ncov/index.html)¹ for the most current information).
- **Practice good hygiene** – Members should clean their hands often, either with an alcohol-based hand sanitizer or soap and water. Hand sanitizers should contain at least 60-95% alcohol, and members should wash their hands with soap for at least 20 seconds. In addition, members should avoid touching their face and cough into their arms.
- **Practice social distancing** – Social distancing is the practice of deliberately increasing the physical space between people to avoid spreading illness.

For specific safety protocols, see below.

¹ <https://www.cdc.gov/coronavirus/2019-ncov/index.html>



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1.3. Romantic Partners

It is acknowledged that members may have close relationships with non-members that frequently bring them within close proximity to them. Due to the increased likelihood of virus transmission between romantic partners, and the increased frequency of visits to the house by these individuals, romantic partners should adhere to the same practices as members.

When a member visits a romantic partner in their place of residence, the member shall take all necessary precautions to avoid contact with the romantic partner's house/roommates.

1.4. Chapter Health and Safety Team

The Chapter shall establish a Health and Safety Team, which will be a cross-functional team that recommends, oversees, and enforces protocols to control the spread of COVID-19 within the Chapter House. The team will include the following roles:

- **Chapter President / Health and Safety Officer** – The Chapter President is responsible for implementation of the overall action plan, and also serves as the designated House and Safety Officer, responsible for ensuring that safety protocols are being followed; auditing entry logs; and serving as a communications liaison to Clarkson, including advising of any confirmed cases that may trigger a disinfection event, or facilitating any necessary contact tracing. The Health and Safety Officer also serves as a clearinghouse for any concerns that a member may bring forward.
- **House Manager** – The House Manager is responsible for ensuring the cleaning and disinfecting supplies are kept in stock and conveniently located; creating a regular cleaning schedule, assigning cleaning duties to members, and ensuring that the schedule is executed on time and properly.
- **Steward** – The Steward is responsible for ensuring that the kitchen, food preparation, and eating areas are kept clean, and that proper safety protocols are followed during food preparation. If a House Cook enters the premises, the Steward is responsible for advising the Cook of any required safety protocols and ensuring that they are followed.
- **Risk Management Officer** – The Risk Management Officer shall advise event coordinators and assist in developing event plans that provide a safe environment for hosts and attendees.



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1.5. Visitors

Visitors to the Chapter House include individuals that do not fall into one of the above categories, but which have a need to visit the Chapter House, either outside or inside. Visitors should be limited to the greatest extent possible, and where possible, should be limited to outside areas only. In the event that a visitor needs to enter the house, they will be subject to a screening procedure, and be subject to enhanced protocols while inside the house. The time spent inside the house by visitors should be minimized, and the number of visitors simultaneously inside the house shall be limited.

Members are advised to ask visitors the screening questions prior to their visit so as to avoid turning away the visitor upon arrival.

1.6. Contractors

Occasionally it may be necessary to have a contractor visit the house to perform a needed service. The Health and Safety Officer shall review the contracting company's safety policies and ensure that the contractor is aware of and adheres to the Chapter safety policies. Contractors will be subject to the same screening procedure as Visitors and all safety protocols shall be followed.

1.7. Zeta Phi Building Corporation

The Zeta Phi Building Corporation is responsible for providing a safe environment for residents and visitors to the house. To that end, it serves in an advisory role to the Chapter. If a resident of the house is confirmed to have tested positive for COVID-19, a disinfection event would be triggered, and the Zeta Phi Building Corporation shall contract a disinfecting service to disinfect the house.

1.8. Clarkson University

The relationship between AXP Zeta Phi and Clarkson University is defined as part of the Greek Life Recognition Policy. As such, Clarkson University bears no direct responsibility, oversight, or liability over the Chapter House. It is acknowledged, however, that Clarkson intends to create a safe environment for Clarkson students, and since AXP Zeta Phi members are students that attend classes and other functions on campus, it is in Clarkson's interests to ensure that AXP Zeta Phi follows certain recommended practices. It is the intent of the chapter, therefore, to follow Clarkson's guidelines to the best of the chapter's ability.



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2. Policies

2.1. Prior to Returning to Campus

The proposed Clarkson University policy is that all students returning to campus shall be tested for COVID-19 within one week prior to arrival. We continue to work with Clarkson on coordinating with them on their testing requirements and how to interlock this plan with their plan. Ideally a test within one week of arriving in Potsdam will suffice to meet Clarkson's requirement of a negative test prior to returning to campus, even if the member undergoes a test prior to one week before the first day of classes, provided the member stays in Potsdam.

If a member that will be living in the Chapter House receives a negative test result within one week of arriving at the Chapter House, the member shall be considered a Resident as defined in Section 1.1. Otherwise, the member shall be considered a Non-Resident Member as defined in Section 1.2 until such time as they receive a negative test result. While they will be allowed to access their bedroom in the living area, they will be subject to the other restrictions applying to non-resident members, such as having to wear face masks at all times while inside the house.

Rapid testing may be available on a limited basis at the Canton-Potsdam Hospital.

Testing sites in New York State can be found at the following page. Testing provided by New York State is done free of charge:

<https://coronavirus.health.ny.gov/find-test-site-near-you>

Clarkson's statement on pre-arrival COVID-19 testing:

<https://www.clarkson.edu/clarkson-reopening-fall-2020-current-student-faqs>

Clarkson's letter on COVID-19 testing requirement:

<https://announcements.clarkson.edu/2020/07/27/restart-university-letter-available-for-covid-19-testing/>

2.2. COVID-19 symptom list

Everyone should be familiar with and monitor themselves for COVID-19 symptoms. If you suspect that you potentially have been infected, you should self-isolate immediately and seek medical attention if symptoms persist.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19²:

- Fever or chills

² <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>



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- 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

2.3. General Safety Protocols

In order to keep members safe and prevent the spread of COVID-19, AXP Zeta Phi requires the following protective measures:

- Members, visitors and contractors who exhibit signs or symptoms of COVID-19 will be asked to immediately leave the Chapter House.
- Access to hand-washing facilities and alcohol-based hand sanitizers will be provided to members, visitors and contractors.
- Members can voice COVID-19 concerns by contacting the house Health and Safety Officer.
- No touch trash receptacles will be available within the house.
- The Chapter will place posters that encourage hand hygiene to help stop the spread of COVID-19 at the entrance of the house and other areas where they are likely to be seen.
- The Chapter will limit the number of members and visitors allowed inside the house at any one time, as required or recommended by current state and local guidelines.

2.4. Protocols for Residents

Bedroom occupancy shall be limited to one resident until such time as as notified by state and local officials that it is safe for residents to resume multiple residents per room.

Access to bedrooms should be limited to the resident himself as well as a romantic partner. Other visitors to bedrooms should be restricted to other residents and non-resident members, but only when absolutely necessary. Outside visitors shall not be permitted to enter private bedrooms.

Residents shall self-screen daily, meaning:

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- They shall take their temperature daily (disinfecting the thermometer after each use). A temperature of 100.4° or higher is considered a fever.
- They shall monitor their symptoms as noted in Section 2.2.

If a resident's temperature is greater than 100.4° or they are experiencing potential symptoms of COVID-19, they should report to the Health and Safety Officer and seek medical advice.

Residents are **not** required to log their daily screening results.

When inside the house, even when only other residents are present, residents shall practice social distancing. If close proximity is required, or if non-residents are present, residents shall wear a mask.

Refrain from sharing items, such as drinking cups, eating utensils, laptops, tablets, phones and other equipment until they can be properly disinfected.

Practice proper hand hygiene. Wash your hands regularly with soap and water for at least 20 seconds. An alcohol-based hand sanitizer containing at least 60% alcohol can also be used. Residents should clean their hands:

- Before eating food
- After using the restroom
- After blowing your nose, coughing or sneezing
- After putting on, touching or removing face masks
- Periodically throughout the day

Avoid touching your eyes, nose and mouth whenever possible

2.5. Protocols for Non-resident Members

Non-resident members shall be screened each day that they visit the house using the [Screening Procedure in Section 3.2](#).

Non-resident members should limit their visit to common areas of the house and not visit individual bedrooms.

While in common areas, social distancing shall be practiced and masks shall be worn except when eating or drinking.

Refrain from sharing items, such as drinking cups, eating utensils, laptops, tablets, phones and other equipment until they can be properly disinfected.



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2.6. Protocols for Visitors

Visitors shall be screened each day that they visit the house using the procedure in [Screen Procedure in Section 3.2.](#)

Visitors inside the house shall be restricted to common areas and bathrooms only, for limited time, and only when necessary. Social distance shall be maintained and masks are required to be worn.

Prospective members (rushes) may **briefly** visit the upstairs area for a house tour, but they shall not enter occupied bedrooms.

2.7. General Hygiene Protocols

Practice proper hand hygiene. Wash your hands regularly with soap and water for at least 20 seconds. An alcohol-based hand sanitizer containing at least 60% alcohol can also be used. Residents should clean their hands:

- Before eating food
- After using the restroom
- After blowing your nose, coughing or sneezing
- After putting on, touching or removing face masks
- Periodically throughout the day

Avoid touching your eyes, nose and mouth whenever possible.

Avoid contact with others whenever possible (e.g. handshakes)

Avoid gathering when entering and exiting the house. Members and Visitors should only enter and exit through designated areas.

2.8. Protocols for a Suspected Infection

To ensure safety at the Chapter House, residents with a suspected infection shall be required to:

- Notify the Health and Safety Officer at once if they are experiencing COVID-19 symptoms as noted in Section 2.2. Sick residents should follow CDC-recommended [steps](#)³. They should seek medical help from Clarkson Student Health Services or an outside medical professional.
- If an infection is suspected, the resident should self-isolate in their room until the infection is disproven. When self-isolating, residents should:
 - Stay away from other people by limiting themselves to their room.

³ <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>



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- Ensure that they are the only ones present with them in the bathroom, and wipe down all surfaces thoroughly before exiting the bathroom.
- Not allow **any** visitors to their room.
- Wear a face mask if they have to be around people.
- Avoid sharing items, including drinking cups, eating utensils, towels or bedding.
- Clean high-touch surfaces daily.
- Continue monitoring their symptoms.

These protocols may be discontinued after:

- The suspected individual has not had a fever for at least 72 hours and have not used fever-reducing medication during that time, AND
- Coughs and other symptoms have improved, AND
- At least ten days have passed since they first experienced symptoms.

2.9. Protocols for a Confirmed Infection of a Resident

Residents who test positive for COVID-19 or believe they have been infected should follow the advice of a qualified medical professional and self-isolate. When self-isolating, it is recommended that they should:

- Stay away from other people in the house as much as possible, confining themselves to their bedroom as much as possible.
- Wear a face mask any time they are around other people.
- Avoid sharing household items such as drinking cups, eating utensils, towels and bedding.
- Continue monitoring symptoms, seeking medical assistance if their condition worsens.

If available, on-campus isolation housing should be sought.

When possible, they should have exclusive access to a bathroom used only by that individual and others with confirmed infections. If it is not possible to reserve exclusive access to a single bathroom, extra precautions should be taken to disinfect all touched surfaces after use by the infected resident(s).

Visitors to the infected resident's bedroom shall be strictly prohibited.

Meals shall be arranged for and brought to the infected resident's room. Plates, dishes, cups and other utensils shall be thoroughly washed as soon as possible after use, with care being taken to avoid touching them. Residents assisting the infected individual shall wash their hands thoroughly after touching anything the infected individual has touched.

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These protocols may be discontinued after:

- The infected individual no longer has a fever without the use of fever-reducing medication, AND
- Coughs and other symptoms have improved, AND
- They have received two negative COVID-19 tests in a row, greater than 24 hours apart.

2.10. Protocols for a Confirmed Infection of a Non-resident Member

Non-resident members who test positive for COVID-19 or believe they have been infected should follow the advice of a qualified medical professional and self-isolate.

When self-isolating, it is recommended that they should:

- Stay away from other people in the house as much as possible, confining themselves to their bedroom as much as possible.
- Wear a face mask any time they are around other people.
- Avoid sharing household items such as drinking cups, eating utensils, towels and bedding.
- Continue monitoring symptoms, seeking medical assistance if their condition worsens.

If the infected individual lives on campus, they should follow Clarkson University guidelines for isolating.

If the infected individual lives off campus, they should seek the advice of qualified medical personnel in addition to the above self-isolation recommendations.

These protocols may be discontinued after:

- The infected individual no longer has a fever without the use of fever-reducing medication, AND
- Coughs and other symptoms have improved, AND
- They have received two negative COVID-19 tests in a row, greater than 24 hours apart.

2.11. Indoor versus Outdoor Gathering

Because outdoor areas are less confined than indoor spaces, it is strongly encouraged to utilize outdoor areas as much as possible, and limit indoor gatherings to occasions where absolutely necessary, either due to weather, or facility related reasons. Strict limits will be placed on indoor gatherings (see Gathering Limits below).

Even when gathering outside, social distancing should be practiced, and when distance cannot be maintained, face masks shall be worn.



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Indoor gatherings shall be restricted to Members and Romantic Partners only, although Visitors and Contractors may enter the house briefly to use the restroom, or for the purposes of a house tour for a prospective new member (rush). Precautions as previously noted should be taken in those cases.

2.12. Entrance Policy

Entrance and exit to the house shall be restricted to the rear door only. Other doors shall be closed and signs posted directing visitors to the rear door.

A screening station shall be set up just inside the rear entrance with signage, cleaning supplies, and a sign in sheet. See [Screening Procedures in Section 3.2](#) for information regarding specific screening procedures.

2.13. Visitor Policy

Visitors to the house are allowed with certain restrictions. While visitors are encouraged to only be outside the house while on the property, it is acknowledged that there may be times when they need to enter the house. For example, they may need to use the restroom, or a prospective member (rush) may be taken on a brief house tour.

Visitors may only enter and exit through the designated area. They must follow the [Screening Procedures defined in Section 3.2](#). A Member who is hosting the Visitor shall ensure the Visitor follows the screening procedure and fills out the sign in sheet completely. A Visitor will only need to be screened once each day they visit the house.

Visitors to the house shall practice social distancing, and masks must be worn at all times by the Visitor and by Members who are within the same area as the Visitor.

Visitors that fail to comply with these policies will be asked to leave the premises.

2.14. Contractor Policy

It may be necessary to have a Contractor enter the house to perform a required service. Contractors shall follow the same protocols as Visitors with regards to screening, distancing, and wearing masks.

Contractors may only enter and exit through the designated area. They must follow the [Screening Procedures defined in Section 3.2](#). A Member or the Health and Safety Officer shall ensure the Contractor follows the screening procedure and fills out the sign in sheet completely. A Contractor will only need to be screened once each day they visit the house.



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2.15. Distancing

Social distancing is the practice of deliberately increasing the physical space between people to avoid spreading illness. People that are not Romantic Partners should maintain at least six feet of distance at all times, even when outside. If this is not possible when outside, face masks shall be worn.

2.16. Gathering Limits

Gatherings outside the house shall be limited to no more than 50 people, with social distancing protocols (6 feet of separation) being maintained. Face masks shall be worn at outside gatherings.

Inside gatherings are restricted to members only. If the gathering consists solely of resident members, no specific gathering limits are defined and face masks are not required.

If the gathering consists of resident and non-resident members alike, the following gathering limits shall be enforced, with social distancing protocols being maintained, and face masks worn at all times:

- Party Room: 15 people
- Kitchen: 4 people
- TV room: 4 people
- Trophy room: 6 people
- Basement: 20 people
- Exercise room: off-limits to non-resident members

2.17. Disciplinary Policies

It is expected that Members will follow the policies herein for the safety of their Brothers and the entire Clarkson population. If a Member is not in compliance with these policies, they shall be warned and given an opportunity to come into compliance. Failure to come into compliance after a warning will result in the Member being referred to the Judicial Board. Consequences of a failure to comply after the warning may include:

- "No Social" Restrictions
- Fines
- Community Service
- Extra Work Sessions

The determination of the Judicial Board is final.



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3. Procedures

3.1. Entry Procedures

Entry into the Alpha Chi Rho - Zeta Phi Fraternity Chapter House will ONLY be allowed through the back door entrance. The front door will be locked and remain locked to prevent entry and signage will be posted directing persons to enter via the back door.

If you are not a resident of the AXP Zeta Phi Chapter House, a health screening must be completed upon entry and confirmed by a resident of the Chapter House. The screening station will be setup as soon as you enter the “common room” of the Chapter House, where you will find:

Screening Questionnaire - filled out by the entrant and verified via signature by a resident

AXP Zeta Phi Sign-in Sheet

Date: _____

Print Name	Travel Past 14 days (Y/N)?	Cough (Y/N)?	Shortness of Breath (Y/N)?	Temperature (must be less than 100.4°)	Signature

Sample sign-in sheet



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Thermometer - used by the entree to administer their own temperature

Pen - to fill out screening questionnaire

Hand sanitizer - to disinfect your hands upon entry/re-entry

PPE - masks, gloves, etc. in case the entrant is without PPE or in need of PPE

3.2. Screening Procedure:

All non-residents of the AXP Zeta Phi Chapter House will be screened for COVID-19 upon entry of the Chapter House. The procedure is outlined below and will be witnessed by a residential member and signed off by that member to ensure the screening procedure was executed properly.

Entrants will be asked to come into the Chapter House one at a time in order to keep people from crowding. Upon entry the visitor will be asked a series of questions prompted from the CDC which include:

Have you experienced any of the following symptoms in the past 48 hours:

- 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

Within the past 14 days, have you been in close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have laboratory-confirmed COVID-19 or with anyone who has any symptoms consistent with COVID-19?

Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?

Are you currently waiting on the results of a COVID-19 test?

If the answer to any of these questions is YES, the entrant will be asked to leave the house immediately, self-isolate, monitor their symptoms, and seek medical assistance.



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Entry will not be permitted for that individual. If the answers to all of these questions is NO, a temperature reading will be administered by the resident member to verify the entrant's answers.

If the entrant complies with all the questions above and passed the temperature test with a reading below 100.4, the entrant will be asked to sign their name to validate their answers and the resident member monitoring the screening will sign his name to agree that the entrant was indeed screened and is able to continue their stay at the Chapter House.

NOTE : Copy of the screening Procedure will be laminated and attached to screening station

3.3. Visitor Procedures

All visitors that attend the Chapter House will be asked to be screened in order to enter the house and use any amenities. Although it will be preferred to hold events outside and that social distancing should be observed, if a guest needs to briefly go inside (e.g. to use the restroom) the visitor must wear a mask; must maintain social distance; only one visitor in the bathroom at a time; should not loiter in the house. With that being said, in the event that an event is held inside, such as a recruitment event, house tour, etc. there will be limited access to only the common rooms of the house. Bathrooms will also be limited to one person at a time and a mask will be required. These indoor events will also have a time limitation to ensure the safety of the tenants as well as the visitors.

House Tour Notes:

- Until further notice, house tours are restricted to lower level common areas only.
- Only one recruit shall be allowed to tour the house at any one time, accompanied by one resident. Face masks shall be worn at all times, and adequate social distance maintained.
- Visitors are not permitted in the upstairs resident area at any time.

3.4. Cleaning and Disinfecting Procedures

New York State requires regular daily cleaning and disinfection of high risk areas used by many individuals such as shared objects, frequently touched surfaces and high transit areas such as bathroom counters, kitchen counters, drawer handles, appliances, door knobs, light switches, faucet handles, railings, laundry equipment, common area tables and chairs.

There will be signage in these "high touch areas" regarding the procedures for cleaning and disinfecting the area. These signs will remain fixed in the area and the Health & Safety Officer will enforce and monitor these areas to ensure the health and safety of all occupants.



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- High touch areas (doorknobs, light switches, etc.) shall be visibly marked with stickers as a visible reminder for cleaning and to those that touch them that they should avoid touching their face until their hands are washed.
- Kitchen counters, refrigerators and stoves should be cleaned with soap and water, then disinfected with spray bottles and paper towels after each use. The same will apply to the tables and chairs in the common room.
- Floors in the common areas should be mopped once a week, whenever they appear dirty and after every heavy traffic occurrence. (gatherings etc.)

Cleaning Practices

Ordinary soap and water may be used in the first step of the cleaning process while, in the second step an EPA approved disinfectant product must be used. Use this link to view the list. <https://cfpub.epa.gov/giwiz/disinfectants/index.cfm> Use a disinfectant that is recommended for Covid 19 such as a bleach, peroxide or alcohol based product.

When using the disinfecting product follow the following procedures.

- Read the product label and follow the manufacturer's directions.
- Wear appropriate gloves or other PPE as instructed on the product label. Throw away gloves after each cleaning and wash hands with soap and water for at least 20 seconds.
- Bathroom fixtures, handles and door knobs can be sanitized with disinfectant wipes such as AG Alcohol Wipes or other product with at least 60% alcohol.

Recommended cleaning schedules for various areas will be as listed below:

Common room floors will be mopped every 7 days with soap and water except when functions occur when they will be cleansed before and after the function..

Bathroom fixtures will be sanitized with disinfecting wipes twice a day and before and after any gatherings with more than 6 visitors in the house

Cleaning/disinfecting duties are assigned to brothers through an Excel spreadsheet that randomizes the brothers responsible for cleaning/assisting in the cleaning of the common rooms in the Chapter House. This spreadsheet prioritizes high touch areas in order to ensure they are properly cleaned/disinfected to make it safer for tenants and visitors. In tandem with this spreadsheet is a sign off column that will be signed by the brother who cleaned it and then signed off by the House Manager/Steward/Health & Safety Officer.

Please see the COVID-19 Cleaning and Disinfecting Log Template which is an example specified by St. Lawrence County.

<https://www1.nyc.gov/assets/doh/downloads/pdf/imm/covid-19-cleaning-disinfection-log-template.pdf>

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3.5. Special procedures for the Kitchen and Food Handling

Kitchen will be cleaned by the tenants of the fraternity after every prepared meal. Any dishes and utensils will be washed in the sink and rinsed in the sanitizer by the individual that used them. They will then be put back where they belong. Stove knobs, kitchen countertops, refrigerator doors, and faucets will also be wiped down with either disinfectant wipes or disinfectant spray and a paper towel before and after any food preparation.

At 5:30pm daily, all members of the fraternity house are invited to eat at the house. Those who live in the house will set up the tables and chairs in the party room for the house dinner and wipe down every table with disinfectant spray or wipes. This will be done before and after every meal. Those that live in the Chapter house may amongst each other, while non-resident members shall eat at separate tables, keeping at least six feet apart.

3.6. Vendors and Contractors

Any vendors or contractors that are needed at the house for any reason will be screened upon their arrival. With our schooling changing to a more hybrid approach of in-person and online schooling, there is a higher probability that more members will be available at the house to screen and sign-off vendors or contractors that seek entry into the chapter house.

3.7. Isolation Procedures

If a tenant of the Chapter House contracts any sort of illness or displays symptoms of any illness, they will be brought to the Canton-Potsdam Hospital or Clarkson University Health Offices (if offered) to be tested for COVID-19. If the tenant tested positive for Coronavirus, they will follow a self-isolation routine where they are required to stay in their room. In tandem, they will also follow the necessary precautions provided by their doctor and remain in isolation for a minimum of 14 days. If they need to use the restroom, they must alert the tenants inside the house that they are doing so and must wear a mask. They must also disinfect anything they have touched (i.e the faucet, toilet handle, door knob ect.) inside the bathroom and alert the house when they return into their room to continue isolation. If one third or more of residents are in isolation, one upstairs bathroom will be restricted for isolation use only, and the other bathroom restricted for non-isolation use only. This does not change the requirement for disinfection to be performed after use.

Food and beverage will be catered to the individual in self isolation to limit contact between the infected and those not infected. They food/beverage will be brought to the room of the person who has fallen sick and left at the door. Dirty dishes will be carefully removed by a resident and immediately cleaned. The resident carrying and washing the dishes shall use extra precautions to avoid touching their face until they have thoroughly washed their hands.



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3.8. Audit Procedures

Screening sheets will be provided by the Chapter House for those entering and once completed will be put in a binder in order to keep our records safe, secure and in order in case of an audit. As stated above, sign in sheets will be accessible upon entry of the Chapter House and signed off by the individual being screened, as well as by a member of the fraternity verifying the entries are correct to the best of his/her ability.

Similarly, cleaning/disinfecting signoff sheets will be kept by the Health & Safety Officer, with access being available to the House Manager and Steward to sign off that cleaning tasks were completed and done correctly. These sheets will have their own binder and be kept similarly to the screening sheets.



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4. Supplies and Equipment

4.1. Cleaning Supplies

Ordinary soap and water may be used in the first step of the cleaning process. For more intensive cleaning of high touch areas, either disinfectant wipes, such as Clorox or Lysol, or an EPA approved cleaning solution such as Glissen Chemical Nu-Foamicide can be used. Products should be used as directed, which would normally require wiping down the surface to be cleaned with enough disinfectant to remain wet for 4-10 minutes. For high touch areas, it is recommended to use the cleaning solution with towels to thoroughly wipe down affected areas. In areas with occasional use, disinfectant wipes may be used.

Bulk cleaning solution: Glissen Chemical Nu-Foamicide 1 gallon jug (concentrated):
https://www.amazon.com/dp/B086339RQS/ref=cm_sw_em_r_mt_dp_U_DC0hFbFMHETGV

\$36.99/gallon on Amazon

Active ingredient: Quaternary Ammonia based disinfectant.

Spray bottles are required to dilute and spray the cleaning solution to areas that are to be cleaned: Uineko Plastic Spray Bottle (4 Pack, 16 Oz, All-Purpose) Heavy Duty
https://www.amazon.com/dp/B07MCBD77K/ref=cm_sw_em_r_mt_dp_U_1X0hFb9Y89OSD

\$23.97 for a pack of 4 on Amazon

To dilute the cleaning solution, pour one fluid ounce of cleaning solution into the spray bottle and fill the remainder up with water (or as otherwise directed on the product packaging). One gallon of cleaning solution should be able to refill 128 spray bottles.

The disinfectant bottles should be kept in easy reach of high touch areas: Kitchen; Upstairs Bathrooms (2);

Paper Towels/Cleaning cloths: Additional supplies of paper towels should be purchased to wipe down surfaces. A minimum of one week's worth of paper towels shall always be in stock. It is recommended to start the semester with at least 72 rolls of paper towels.

Hand Sanitizer: Individual bottles (8-12 ounce size) or dispenser type hand sanitizer available from St. Lawrence Supply. Recommend 3 dispensers.

Dispenser:

https://www.stlawrencesupply.com/g/SPRGP_1022403942/PURELL-ADX-12-Dispenser/
(\$23.14 each)

Refill pack:

<https://www.stlawrencesupply.com/p/GOJ880303CT/Gojo-ADX-12-Advance-Green-Sanitizer-Gel-Refill-406-fl-oz-1200-mL-Kill-Germs-Skin-Hand-Clear-Dye-free-Fragrance-free-D>



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[urable-3-Carton/](#)

(\$65.83 for 3-pack carton)

Disinfecting Wipes: Are to be used for cleaning and disinfecting areas of the bathrooms, common rooms, laundry room and kitchen where spray bottles and towels are not appropriate. Also good on door knobs and handles. If not available any wipe with 60-75% alcohol is acceptable. Recommended product Clorox disinfecting wipes (75 wipes) carton of 6 from St. Lawrence Supply:

<https://www.stlawrencesupply.com/p/CLO15949CT/Clorox-Disinfecting-Wipes-Wipe-Fresh-Scent-75-Canister-6-Carton-Green/>

(\$38.79)

Hand Soap: Continue practice of ensuring adequate soap refills for soap dispensers in bathrooms.

Paper Towel Dispenser and towels for bathrooms: Recommend purchase of multi-fold paper towel dispensers for bathrooms and multi-fold paper towels for touchless hand drying.

Dispensers (4):

<https://www.stlawrencesupply.com/p/KCC09215/ScottFold-Compact-Towel-Dispenser-9-Height-x-108-Width-x-48-Depth-Black-Compact-Lockable/>

(\$23.67 each)

Paper Towels (carton of 4000):

<https://www.stlawrencesupply.com/p/KCC01804/Scott-MultiFold-Paper-Towels-920-x-940-White-Paper-Recyclable-Soft-Absorbent-250-Sheets-Per-Pack-4000-Carton/>

(\$55.10 per carton)

Ensure adequate stock of paper towels is maintained

4.2. Personal Protective Equipment (PPE)

Face Masks: Brothers are expected to supply their own personal masks. Recommended are a Walgreens mask box of 25 for \$10.99. It is recommended that the house keep a minimum of two unopened boxes on hand for visitors who forget to bring their own.

Gloves: Walgreens has a latex free vinyl glove which comes in boxes of 120 for \$5.99. It is recommended to have two unopened boxes in stock at the house for cleaning and other purposes.

4.3. Other Equipment and Supplies

Digital Thermometer: Non contact digital infrared technology thermometer with a 5 star rating . In stock.

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Cost from Amazon \$ 54.99

[://www.amazon.com/Infhttpsrared-Forehead-Thermometer-Designed-Indicator/dp/B088TMT7SS/ref=redir_mobile_desktop?ie=UTF8&aaxitk=QvmI2jIncNQOx2BeKlcpXQ&hsc_r_id=3241888590601&ref=sbx_be_s_sparkle_mcd_asin_0&th=1](https://www.amazon.com/Infhttpsrared-Forehead-Thermometer-Designed-Indicator/dp/B088TMT7SS/ref=redir_mobile_desktop?ie=UTF8&aaxitk=QvmI2jIncNQOx2BeKlcpXQ&hsc_r_id=3241888590601&ref=sbx_be_s_sparkle_mcd_asin_0&th=1)

4.4. Procurement Plan

The following is a list of supplies to be procured, the preferred supplier, who is responsible for ordering and whether the items have been ordered:

Item	Source	Responsible	Ordered?
Cleaning Solution	Amazon	Andy Foran	✓
Spray Bottles	Amazon	Andy Foran	✓
Paper Towels / Cleaning Cloths	Not specified	Jordan Hoffay / Hunter Stone	
Hand Sanitizer (dispensers and product)	St. Lawrence Supply	Jordan Hoffay / Hunter Stone	
Disinfecting Wipes	St. Lawrence Supply	Jordan Hoffay / Hunter Stone	
Hand Soap	St. Lawrence Supply	Hunter Stone	
Paper Towel Dispensers	St. Lawrence Supply	Jordan Hoffay	
Paper Towels for bathrooms	St. Lawrence Supply	Jordan Hoffay / Hunter Stone	
Face Masks	Walgreens	Andy Foran	✓
Gloves	Walgreens	Andy Foran	✓
Digital Thermometer	Amazon	Andy Foran	✓

Items from St. Lawrence Supply will be purchased upon arrival in Potsdam. Clarkson University Facilities also has some of these products available for purchase.

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5. Communications Plan

It is important to maintain good communications with all affected parties, including Members themselves, their parents, Clarkson University, visitors to the house, and medical professionals such as contact tracers. This section outlines the communications aspects of this plan.

5.1. Communication to Members

This action plan will be reviewed in detail with all Members that will be on campus each semester. Members will be required to sign off that they have received a copy of the plan and agree to abide by the policies and procedures herein. Only Members that have signed off will be allowed to enter the Chapter House during the school year.

5.2. Brotherhood Pledge

Members will be asked to sign the following Brotherhood Pledge:

*As a Brother of the Zeta Phi Chapter of Alpha Chi Rho, I accept as my brotherly duty to act in the best interests and safety of my brothers. To that end, I pledge that I will abide by the policies and procedures described in the **AXP Zeta Phi Return to Campus Plan** and will practice social distancing and wear a mask when distance cannot be maintained.*

If I suspect that I may have become infected with COVID-19, I will self-isolate and follow the recommendations specified within the plan until my symptoms have improved and ten days have passed since the onset of my symptoms.

If I am confirmed to have become infected with COVID-19, I will vacate the house as soon as possible and seek isolation housing from Clarkson or return to my home where I can safely quarantine. If this is not possible, I will isolate myself in my room and follow the recommendations specified within the plan until my symptoms have improved and I have received two consecutive negative COVID-19 tests.

5.3. Communication to Parents

A preliminary letter has been sent to parents of Members to inform them that we are taking the pandemic seriously and are putting together an Action Plan to ensure a safe environment for their sons as they return to campus, and to solicit any questions or concerns they may have that should be addressed so that they feel comfortable with sending their sons back to campus.

A followup letter will be sent to parents prior to returning to campus with a link to the final plan so that they may review the policies and procedures being implemented.



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5.4. Posters and Signage around the House

Posters and signs will be posted around the house to remind Members and Visitors of best practices as it pertains to distancing, mask wearing, hygiene, and other precautionary measures.

Additional signs will be posted instructing visitors (and non-resident members) of entrance/exit restrictions and screening procedures, and identifying high touch areas that require additional cleaning and disinfecting.

Signage will be posted in the Return to Campus Google Drive in the Signage directory. Copies shall be printed and posted in the appropriate locations in the house.

5.5. Communication with Clarkson

Maintaining open lines of communication with Clarkson is essential in ensuring the safety of the entire Clarkson community, and sharing best practices as they evolve throughout the semester.

The Health and Safety Officer shall be the designated point of contact in dealing with communications with Clarkson related to the COVID-19 pandemic.

The Health and Safety Officer shall be the one to respond to Clarkson requests for information from the chapter, as well as reaching out to Clarkson in the case of a suspected or confirmed infection of a Member.

5.6. Communication with Medical Professionals

The Health and Safety Officer shall be the designated point of contact in dealing with communications with Medical Professionals, such as contact tracers looking to establish contacts with an infected individual. The Health and Safety Officer should have at his disposal the sign-in logs for visitors entering the house in the event that contact tracers reach out to the chapter in regards to a visitor that may have visited the house, or in the event that a confirmed infection occurs at the house and contact tracers are seeking other potentially infected individuals.



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Conclusion

If Zeta Phi Members or parents have any questions or concerns regarding the content of this action plan, please reach out to the Chapter President, Jordan Hoffay. Furthermore, while the strategies highlighted in this document can help protect the community from COVID-19, it's important to follow CDC guidance, which may evolve, at all times. For more information, please refer to the [CDC website](#)⁴.

Jordan Hoffay
AXP Zeta Phi Chapter President
(518)-229-2674
hoffayjo@hotmail.com

Acknowledgement and Brotherhood Pledge

I acknowledge that I have received and reviewed this Action Plan and agree to abide by it. Failure to do so will result in my not being permitted to enter the Chapter House this semester.

Brotherhood Pledge

*As a Brother of the Zeta Phi Chapter of Alpha Chi Rho, I accept as my brotherly duty to act in the best interests and safety of my brothers. To that end, I pledge that I will abide by the policies and procedures described in the **AXP Zeta Phi Return to Campus Plan** and will practice social distancing and wear a mask when distance cannot be maintained.*

If I suspect that I may have become infected with COVID-19, I will self-isolate and follow the recommendations specified within the plan until my symptoms have improved and ten days have passed since the onset of my symptoms.

If I am confirmed to have become infected with COVID-19, I will vacate the house as soon as possible and seek isolation housing from Clarkson or return to my home where I can safely quarantine. If this is not possible, I will isolate myself in my room and follow the recommendations specified within the plan until my symptoms have improved and I have received two consecutive negative COVID-19 tests.

Signed _____

Date _____

⁴ <https://www.cdc.gov/coronavirus/2019-ncov/your-health/index.html>